Keypad Display Configuration
User Manual

P/N 3100130 • Rev 1.0 • 25OCT01

Technical Manuals Online! - http://www.tech-man.com

DEVELOPED BY	Edwards Systems Technology 6411 Parkland Drive Sarasota, FL 34243 (941) 739-4300
COPYRIGHT NOTICE	Copyright © 2001 Edwards Systems Technology, Inc. This manual and the products it describes are copyrighted by Edwards Systems Technology, Inc. (EST). You may not reproduce, translate, transcribe, or transmit any part of this manual without express, written permission from EST. This manual contains proprietary information intended for distribution to authorized persons or companies for the sole purpose of conducting business with EST. If you distribute any information contained in this manual to unauthorized persons, you have violated all distributor agreements and we may take legal action.
TRADEMARKS	Microsoft, Microsoft Mouse, Microsoft Windows, Microsoft Word, and Microsoft Access are either registered trademarks or trademarks of Microsoft Corporation.
CREDITS	This manual was designed and written by the EST Technical Services - Documentation Department, Sarasota.

DOCUMENT HISTORY

Date	Revision	Reason for change
25OCT01	01.00	Initial release.

Technical Manuals Online! - http://www.tech-man.com

Content

Chapter 1 **Introduction•1.1**
Using this manual•1.2
KDC minimum system requirements•1.3
System features•1.4
What is the KDC program?•1.5
KDC building blocks•1.6
Setting up the system•1.7

Chapter 2 **Getting started•2.1**
Starting the program•2.2
Logging on for the first time•2.4
Importing an RP file•2.6
Importing a sample RP file•2.9
Logging on after RP file import•2.13
Importing an RP file into an existing company•2.14
Deleting an SDU project•2.17
Deleting a company•2.18
Interface overview•2.19

Chapter 3 **Basic operations•3.1**
Entering a startup screen caption•3.2
Setting system options and preferences•3.3
Viewing the selection table•3.6
Saving your changes•3.8
Multiple selection•3.9
Downloading information•3.11
Backing up your system•3.13
Moving your database to a new PC•3.14
Exiting from the KDC•3.15

Chapter 4 **System and hardware configuration•4.1**
Configuring your system•4.2
Configuring your system in company view•4.3
Configuring your system in hardware view•4.7
Viewing Keypad Displays (KPDISPs)•4.9

Chapter 5 **Operators•5.1**
What is an operator?•5.2
Creating a new operator record•5.3
Setting operator privileges•5.5
Activating and deactivating an operator•5.8
Logging on as a new operator•5.10
Changing your operator password•5.11
Editing and deleting an operator record•5.13
Changing operator information•5.14

Chapter 6 **Tasks•6.1**
What is a task?•6.2

Technical Manuals Online! - http://www.tech-man.com

Default tasks•6.3
Creating a task•6.4
Starting a task•6.5
Assigning a task to KPDISPs•6.7
Activating and deactivating a task schedule•6.8
Viewing the status of a task•6.9
Editing and deleting a task•6.11

Chapter 7 **Outbound ports and routes•7.1**
Outbound ports and routes overview•7.2
Creating an outbound port•7.6
Creating a route•7.7
Configuring the default route•7.8
Configuring your system for an alternative route•7.9
Editing and deleting an outbound port•7.12
Editing and deleting a route•7.13

Chapter 8 **Access levels•8.1**
What is an access level?•8.2
Creating an access level•8.6
Expanding and collapsing an access level•8.7
Setting KPDISP privileges•8.9
Deleting an access level•8.13

Chapter 9 **People: basic•9.1**
What is a user?•9.2
Creating a user record•9.3
Adding personal information•9.6
Activating and deactivating users•9.8
Filtering user information•9.10
Editing and deleting user records•9.12

Chapter 10 **People: advanced•10.1**
Assigning central monitoring station user IDs•10.2
Importing users from an external database•10.4

Chapter 11 **Reports•11.1**
What is a report?•11.2
Default reports•11.3
Creating a report•11.5
Filtering reports•11.7
Setting the styles for a custom report•11.11
Adding fields to a custom report•11.14
Running a report•11.16
Viewing and printing a report•11.17
Editing and deleting a report•11.19

Y **Glossary•Y.1**

Z **Index•Z.1**

Technical Manuals Online! - http://www.tech-man.com

Important information

Limitation of liability

This product has been designed to meet the requirements of Underwriters Laboratories, Inc., Standard 294. Installation in accordance with this manual, applicable codes, and the instructions of the authority having jurisdiction is mandatory. EST shall not under any circumstances be liable for any incidental or consequential damages arising from loss of property or other damages or losses owing to the failure of EST products beyond the cost of repair or replacement of any defective products. EST reserves the right to make product improvements and change product specifications at any time.

While every precaution has been taken during the preparation of this manual to ensure the accuracy of its contents, EST assumes no responsibility for errors or omissions.

Technical Manuals Online! - http://www.tech-man.com

About this manual

This manual provides reference information to support the Keypad Display Configuration (KDC) software.

Intended audience

This manual was written for people who have a working knowledge of Windows-based computer programs.

Organization

This manual is organized to serve as a guide for the first-time user. It takes you through the steps required to set up the system for the first time, introducing you to each KDC feature or function as it's needed. The chapters are presented in the sequence you will need as you work through the KDC program from start to finish.

If your system has already been set up by your administrator and all you wish to do is add users, proceed to Chapter 09: *People: basic.* For you to be able to gain access to the KDC, your system administrator must set you up as an operator with proper privileges.

The manual consists of the following chapters:

Chapter 1: *Introduction.* This chapter introduces you to the KDC software and discusses the program's functions within an integrated life safety system.

Chapter 2: *Getting started.* This chapter provides information and procedures required to navigate and customize the KDC program. It also describes the Log In process for first-time users and shows how to import a Resource Profile (RP) file.

Chapter 3: *Basic operations.* This chapter shows you the steps for common operations including downloading, saving, backing up, and exiting from the program.

Chapter 4: *System and hardware configuration.* This chapter provides information about the administration functions of the KDC. It also provides procedures for configuring hardware elements of the program.

Chapter 5: *Operators.* This chapter provides general information required for defining and creating additional operators. The functions the operators can perform are controlled by the privileges that are assigned to them.

Chapter 6: *Tasks.* This chapter defines KDC tasks and the important functions they perform. Tasks are used to perform system updates and database maintenance.

Chapter 7: *Outbound ports and routes.* This chapter shows you how to configure your system to communicate with the Keypad

Technical Manuals Online! - http://www.tech-man.com

Displays (KPDISPs). Communication must be properly set up for downloading information from the KDC to the hardware (KPDISPs) of your system.

Chapter 8: *Access levels.* This chapter provides the information required to create and define access levels. You use access levels to specify security and fire alarm privileges.

Chapter 9: *People: basic.* This chapter shows you how to create cardholders, assign access levels, and enter access card IDs.

Chapter 10: *People: advanced.* This chapter explains the more advanced functions of the People tab and the KDC. This includes importing users, and assigning CMS user IDs.

Chapter 11: *Reports.* This chapter contains procedures for defining and creating reports.

Purpose

The purpose of this manual is to give users of the KDC detailed operating instructions for the program.

This manual provides a reference for both novice and experienced users of the KDC software. The manual assumes that the necessary hardware and software installation has been successfully completed.

Note: Depending on your specific operator privileges, you may not see all of the system menus shown or described in this manual.

Before you start

As a user of the KDC program, you should be familiar with the general physical layout of your site, and the fire alarm and security equipment your building employs (example: how keypads are used to arm and disarm partitions).

If you are unsure about these items, check with your integrated system installer.

Technical Manuals Online! - http://www.tech-man.com

Technical Manuals Online! - http://www.tech-man.com

Chapter 1

Introduction

Summary

Welcome to the Keypad Display Configuration (KDC) software. The KDC is feature-rich software that makes it easier and more efficient to manage your Keypad Displays (KPDISPs). This chapter introduces the KDC program, and discusses the program's functions within an integrated life safety system. It also covers the conventions we use in this manual when giving the instructions for completing specific tasks.

Content

Using this manual • 1.2
- Mouse vs. keyboard • 1.2
- Step-by-step instructions • 1.2

KDC minimum system requirements • 1.3
System features • 1.4
What is the KDC program? • 1.5
KDC building blocks • 1.6
- Access levels • 1.6
- People • 1.6

Setting up the system • 1.7

Technical Manuals Online! - http://www.tech-man.com

Using this manual

Mouse vs. keyboard

The KDC design makes full use of the mouse when performing function commands, navigating within forms, and making selections. You may find it easier to use the keyboard for some functions, but be aware that a mouse is required for certain functions.

Whenever given the choice of using a keyboard or a mouse to perform window functions, choose the mouse. Most user actions performed in a Windows environment are easier using a mouse or some other pointing device.

Step-by-step instructions

The table below shows the conventions used in this manual.

Notation	Meaning
Ctrl + P	Simultaneous key press: Press and hold Ctrl, press and hold P, then release both keys
Alt, P, N	Sequence of key presses: Press and release Alt, press and release P, press and release N
Tip: Text of the tip.	Tips, displayed in the left column, give keyboard shortcut or alternative method for the particular task
Note: Text of the note.	Notes are important facts that can save you time or prevent serious mistakes

Technical Manuals Online! - http://www.tech-man.com

KDC minimum system requirements

The KDC is a portable, upgradeable software package. It runs on any Pentium 400 MHz or greater PC.

The following are the minimum system requirements for running the KDC. Computers at or above this level should be fully capable of running the KDC program.

- 400 MHz processor or higher
- 64 Mb RAM
- Windows 98 second edition*, ME*, or 2000
- Internet Explorer 4.01 SP2 or greater
- Jet 4.0 SP3
- 16x CD-ROM Drive
- 650 Mb available hard disk space
- 800 x 600 video support
- Keyboard
- Mouse
- Modem, V.32bis 14.4 Kb (only if using a modem connection)

* Windows 98 and ME are recommended only for databases with less than 1000 cardholders.

Technical Manuals Online! - http://www.tech-man.com

System features

The KDC provides a user-friendly environment for configuring your KPDISPs. It makes managing your fire and security system easier and more efficient.

The KDC includes these features:

- Data import from several commonly used databases
- Filter-defined search capability for KPDISP user
- User data import from an external file
- Administrator definable operator privileges
- Access levels to control fire alarm and security privileges
- Database reports
- Encrypted external communications

Technical Manuals Online! - http://www.tech-man.com

What is the KDC program?

The Keypad Display (KPDISP) was specially designed for use with fully integrated fire alarm and security systems. It performs both control and display functions when used with an integrated system.

The *Keypad Display Configuration (KDC)* program is the software component for your KPDISPs. The KDC manages a collection of information about your company that specifies who should have access to the KPDISPs and what privileges they have. Privileges include both fire alarm and security.

Fire alarm privileges include:

- Disable privilege
- Panel silence privilege
- Reset/Silence privilege
- Disarm privilege

Security privileges include:

- Arm away privilege
- Arm stay privilege
- Bypass/Disable privilege

When a person arms or disarms, they are controlling defined partitions. *Partitions* are physical areas that a security system protects with a group of related devices. A site may consist of a single partition or of multiple partitions. Partitions can be armed and disarmed independently.

The data from the KDC is downloaded to the individual KPDISPs. The KPDISPs store their own databases, which allow them to operate without continuous support from a network connection.

Technical Manuals Online! - http://www.tech-man.com

KDC building blocks

The KDC program provides security and fire alarm privileges to individuals based on two key building blocks:

- Access levels
- People

Access levels

Not all people require the same type of privileges. Therefore, the KDC lets you create different groups of privileges. These predefined groups are called *access levels.*

In practice, you will define an access level for each group of people having the same security and fire alarm needs.

Example: A manager might have fire alarm, arm, and disarm privileges, while a janitorial worker would not.

Each access level consists of the following:

- Fire alarm privileges
- Security privileges

KPDISPs have the following fire alarm privileges:

- Disable privilege
- Panel silence privilege
- Reset and alarm silence privilege

KPDISPs also have the following security privileges, which apply only to the partition:

- Arm away privilege
- Arm stay privilege
- Bypass/Disable privilege
- Disarm privilege

People

The users of your system are referred to as people in the KDC. Each person record you create has a password and an access level. The access level contains privileges. The access level defines what the person can and can not control from each KPDISP.

Technical Manuals Online! - http://www.tech-man.com

Setting up the system

The sequence used to set up the KDC is very important. The organization of this manual serves as a guide for the first-time user. It presents the Keypad Display Configuration (KDC) functions and commands in the order in which you will use them to set up the system.

The KDC was designed for three levels of users: administrators, operators, and people. The administrator has all privileges, and configures essential aspects of the system. The administrator also creates operators and assigns their privileges. Operators maintain the KDC database adding, changing, or removing people as required.

If you are an administrator, follow the general steps presented below to set up the system. If you are an operator, proceed to Chapter 09: *Users: basic.*

To set up your system:

1. Install the software. Refer to *EST Software Installation Guide* P/N 3100136.
2. Log on to the software. Refer to Chapter 2: *Getting started.*
3. Import the project's Resource Profile (RP) zip file (if this was not already done by your installer). Refer to Chapter 2: *Getting started.*
4. Review the basic operations of the KDC software. Refer to Chapter 3: *Basic operations.*
5. Configure the system. Refer to Chapter 4: *System and hardware configuration.*
6. Create and set privileges for the operators who will be using the KDC software. Refer to Chapter 5: *Operators.*
7. Set up tasks to automate routine functions. Refer to Chapter 6: *Tasks.*
8. Set up the outbound ports and routes. Outbound ports and routes determine how the KDC will download information. Refer to Chapter 7: *Outbound ports and routes.*
11. Set up access levels. Attach the appropriate privileges to each access level created. Refer to Chapter 8: *Access levels.*

Note: To improve the overall performance of the KDC, download after creating your access levels.

12. Set up all the users that will access the KPDISPs. Each person must be assigned at least one access level, an access ID and a password. Refer to Chapter 9: *Users: basic.*

Technical Manuals Online! - http://www.tech-man.com

Note: To improve the overall performance of the KDC, download users after each 1000 created.

13. Select and print any of the default reports provided, or create custom reports for your specific needs. Refer to Chapter 11: *Reports.*

Technical Manuals Online! - http://www.tech-man.com

Chapter 2

Getting started

Summary

This chapter defines the process of logging on for the first time and importing the Resource Profile (RP) file for your company. Not all of the KDC's features and functions become active until an RP file is imported.

This chapter also provides general information about screen layouts and navigation for the KDC program. Included are discussions on the menus, functions, and procedures of the KDC.

Content

Starting the program • 2.2
Logging on for the first time • 2.4
- What is an RP file? • 2.4
- Logging in as an installer • 2.4
- Changing the installer password • 2.5

Importing an RP file • 2.6
Importing a sample RP file • 2.9
- What you should and should not add to the sample database • 2.9
- Importing the real RP file into the sample RP file • 2.10
- Removing the sample RP file hardware • 2.11

Logging on after RP file import • 2.13
Importing an RP file into an existing company • 2.14
- Modifications to the existing SDU project • 2.14
- Importing a new SDU project • 2.15

Deleting an SDU project • 2.17
Deleting a company • 2.18
Interface overview • 2.19
- Title bar • 2.19
- Menu bar • 2.20
- Toolbar buttons • 2.22
- Tabs • 2.24
- Selection list or tree • 2.25
- Left, middle, and right panes • 2.25
- Status bar • 2.25

Technical Manuals Online! - http://www.tech-man.com

Starting the program

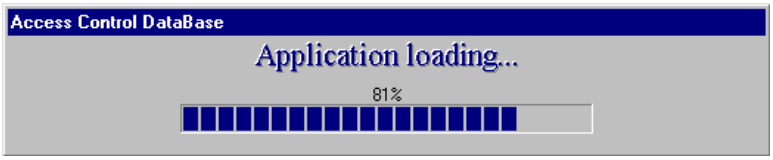
The KDC uses the familiar Windows interface. If you are familiar with the Windows environment, you should have no problems using the KDC.

Install the software by following the instructions in the *ACDB Software Installation Guide* P/N 3100136 that comes with the software.

To start the program:

- Click Start > Programs > Access Control DataBase > Access Control DataBase, or double-click the Access Control DataBase icon on your desktop.

The KDC displays a progress bar indicating that the program is starting.



KDC progress bar at startup

Once the starting sequence is complete, the KDC displays its start screen.

The KDC start screen lets you log on to the software

From the start screen, you have four options:

- Log In
- Exit
- Help
- About

Technical Manuals Online! - http://www.tech-man.com

Log In

The Log In option is the entry point for using the software. Users are issued an Operator ID and a password that lets them gain entry to the program and make modifications to their system.

Exit

The Exit option lets you exit from the program.

Help

The Help option launches an online version of this manual. The online version includes three navigation tabs:

- The Contents tab provides a table of contents view of the help system
- The Index tab is an alphabetical list of terms. Use the index to find topics associated with each term.
- The Search tab lets you search for keywords you enter. This is generally the fastest method of locating answers to your questions.

About

The About option brings up a box displaying the current version of the KDC software. This information is useful if you decide to upgrade your software and need to know what version you are currently running.

Technical Manuals Online! - http://www.tech-man.com

Logging on for the first time

The *integrated system installer* is typically an employee of the company that installed your integrated system. Before anyone can use the KDC, the installer must create and import the Resource Profile (RP) file.

After the RP file is imported, the system automatically assigns an administrator ID and password. The administrator has all privileges to the KDC.

Note: Your integrated system installer creates the RP file. He may also import the RP file into the KDC. If your installer has already imported the RP file, he should have given you the administrator ID and password. If you have been given the administrator ID and password, proceed to *Logging on after RP file import* later in this chapter. If the installer has not imported the RP file, you may do so now by following the instructions in *Importing an RP file*.

What is an RP file?

The *RP file* defines the integrated system for the KDC program. It includes detailed information about each KPDISP and partitions used in your system. It contains the following:

- KPDISPs, partitions, and buildings in the system
- Routing required to access each device for downloads
- KPDISP fire alarm command privileges
- Primary partition for each KPDISP
- Number of allocated people for each KPDISP
- Number of allocated access levels for each KPDISP
- All MODCOM (integrated system dialer/modem card) information

Logging in as an installer

If you do not have an operator ID and a password, you must import an RP file to obtain them. Begin by logging on to the software as the installer.

Note: The initial installer password is 3333. We suggest that you change the installer password after your initial login. Make sure to record and save the revised password in a safe place.

To log in as the installer:

Tip: Operator IDs and passwords are not case sensitive so it makes no difference if you type in all caps, in lowercase, or a combination of both.

1. Click Start > Programs > Access Control DataBase > Access Control DataBase, or double-click the Access Control Database icon on your desktop.
2. Click Log In on the start screen.
3. Type INSTALLER in the Operator ID field.

Technical Manuals Online! - http://www.tech-man.com

4. Type the password into the Password field.
5. Click OK.

The system will log you on as an installer. The installer only sees a limited view of the software. The installer is prevented from adding or modifying people, access levels, reports, and operators. This protects the end user from unauthorized entries to the system. The primary function for an installer is to import the RP file.

Changing the installer password

The KDC recommends that you change the installer password after your initial log on. Make sure to record the new password in a safe place.

To change your password from the Tools menu:

Tip: Press Alt + T, O to launch the options dialog box.

1. From the Tools menu, click Options.
2. Click the Operator tab.
3. Click Modify.
4. Type your current password (3333).
5. Type the new password.
6. Retype the new password to confirm it.
7. Click Modify to change the password.
8. Click OK to accept the new password.

Technical Manuals Online! - http://www.tech-man.com

Importing an RP file

After logging on as an installer, your next task is to import an RP file. The integrated system installer should have given you the RP file for your company. The RP file contains the database for a single site. This includes information about the company, buildings, partitions, and KPDISPs.

Note: To improve the performance of the KDC, we recommend that you download to the hardware of your system immediately after importing your RP file. Log on as the administrator to download.

Each RP file represents one site of one company. A large company may have multiple sites.

Example: A company has two different locations of operation. One is in New York and the other is in Tennessee. Each site would have a separate RP file.

You can only import one RP file at a time. Importing the first RP file defines the company. If you have two sites, you import the second RP file into the existing company.

Note: To import any additional RP files into an existing company, you must log off as the installer and log on as the administrator (ADMIN1).

At the end of the import, the KDC assigns an administrator ID and password, using the default password ADMIN.

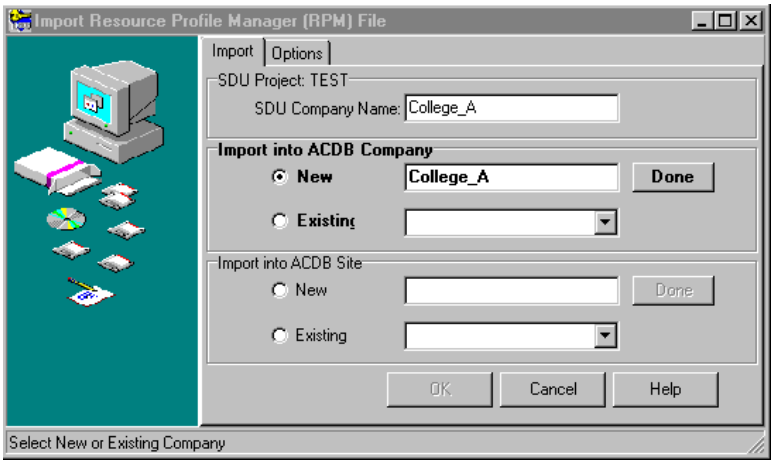
Each company is assigned an administrator ID after the RP file is imported. You can use this ID and password to begin to add information to your KDC system.

The default operator ID is ADMIN1, with password ADMIN. ADMIN1 is always used for the first company imported by the integrated system installer. If a second company is imported, the operator ID is ADMIN2, again using password ADMIN.

If your integrated system installer has not completed or given you your RP file, proceed to *Importing a sample RP file* in this chapter. Importing a sample RP file will allow you to begin working with the software while your installer completes your RP file.

Note: You must be logged in as an administrator to be able to import additional RP files.

Technical Manuals Online! - http://www.tech-man.com



Before using the KDC you must import an RP file, using the Resource Profile Manager (RPM) file import dialog box

To import an RP file:

Tip: Press Alt + F, I, R to launch the Import Resource Profile (RPM) File dialog box.

1. From the file menu, click Import > RPM Configuration Information.
2. Locate the RP ZIP file you want to import, select it, and click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
3. Click OK to confirm that the KDC has extracted your database.
4. Type a company name if your company name does not match the company name given and click Done.
5. Type a Site name and click Done.

   Both company and site are new, since this is the first RP file import. An example of a site name is Chicago Campus or North Campus.
6. Click OK.

   Note: The system displays the administrator operator ID and password. Write these down in a safe place.
7. Click OK.

Note: To improve the performance of the KDC and assure hardware connection, we recommend that you download to the hardware of your system immediately after importing your RP file. Log on as the administrator to download. See Chapter 7: *Outbound ports and routes* for information on configuring the KDC for downloading.

Technical Manuals Online! - http://www.tech-man.com

Verify the imported information

After your RP file is imported into the system, you will be able to see the project tree on the Administration System tab.

Sites, buildings, partitions, and KPDISPs are sub-levels of the company and their icons are not displayed in the collapsed tree view. To view all levels of the project, expand the tree view by clicking the plus signs next to the icons.

You should review the information that your integrated system installer entered for your company and buildings. We will show you how to correct any errors in the chapters that follow. It is important to remember that when you make changes to the RP file you should contact your integrated system installer to inform them of the corrections.

For installer contact information click on the Hardware View tab and the SDU icon in your company tree.

Since you have just imported your actual RP file, skip the next topic and proceed to *Logging on after RP file import* in this chapter.

Technical Manuals Online! - http://www.tech-man.com

Importing a sample RP file

If your integrated system installer has not given you an RP file because it is still being developed, then you can import a sample RP file. By importing a sample RP file, you can start adding information to the KDC database while the installer completes your RP file.

The sample RP file gives you full access to the KDC software. It gives you a visual representation of what a company, a site, a building, and a keypad look like in the KDC.

Note: It is important that you do not download information while the sample RP file is in your database. When you exit from the KDC, you are prompted to send hardware updates to the system. Click No while the sample RP file is in your database.

When you receive your company's RP file, you need to import it into the existing sample company and site and then remove the sample RP file hardware.

What you should and should not add to the sample database

While your real RP file is being completed, you can begin to add information to your database by importing the sample RP file. It is important to follow these instructions on what you should and should not add to the KDC. After you have imported the sample RP file, log on to the KDC as the administrator.

What you can add:

- Operators
- Access levels
- People

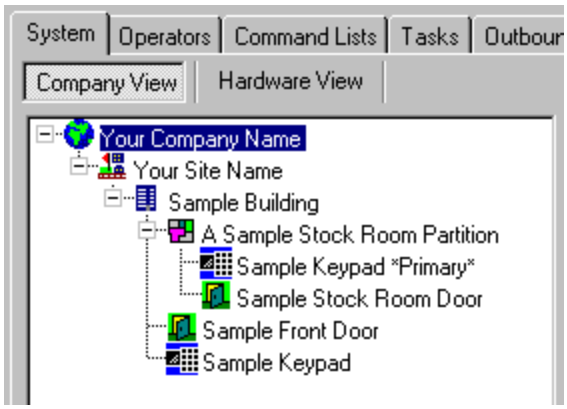
When adding access levels, do not privileges to any KPDISP.

When adding people, do not download people to the hardware of your system.

What you should not add:

- Tasks
- Reports

Technical Manuals Online! - http://www.tech-man.com



When importing a sample file make sure to enter your company's name and site

To import a sample RP file:

Tip: Press Alt + F, I, R to launch the Import Resource Profile (RPM) File dialog box.

1. From the file menu, click Import > RPM Configuration Information.
2. Locate the Sample_Company ZIP file on your installation CD, select it, and Click Open.
3. Click OK to confirm that the database has been extracted.
4. Click Done for company.
5. Type the Site name, A_Sample_Site and click Done.

   Both company and site are new, since this is the first RP file import.
6. Click OK.

   Note: The system displays the administrator operator ID and password. Write these down in a safe place.
7. Click OK.

Note: Once you have imported the Sample RP file, do not download to the hardware of your system.

View the imported information

After importing the sample RP file you will be able to see the project tree on the Administration System tab. Sites, buildings, partitions, and KPDISPs are sub-levels of the company and their icons are not displayed in the collapsed tree view. To view all levels of the project, expand the tree view by clicking the plus signs next to the icons.

Importing the real RP file into the sample RP file

The sample RP file is only meant to be used temporally, while your real RP file is being completed. The sample RP file lets you

Technical Manuals Online! - http://www.tech-man.com

access all features of the KDC so you can begin to add information to the KDC database. Once you receive the completed RP file, import it into the sample company and site and then remove the sample RP file hardware. This removes the sample hardware while preserving any database entries you've already entered.

To import the real RP file into the sample RP file:

1. Log on to the system as the administrator.
2. From the file menu, click Import > RPM Configuration Information.

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

3. Locate and select the real RP ZIP file you want to import and click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
4. Click OK to confirm that the database has been extracted.
5. Select the existing company name.
6. Select the existing site and click OK.

   Both company and site are existing, since you are importing your real RP file and not a new RP file.
7. In the Options tab, click an Update Option, then click Done.
   - Always overwrite with data from import
   - Ask for each change
   - Never overwrite

Note: The overwrite options do *not* apply to the hardware of your system. All KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and building address and building contact information.

8. Click OK.

Removing the sample RP file hardware

Now that you have imported your real RP file, you can remove the sample RP file hardware from your system. By clicking the Hardware > System > Hardware View tab, you can see two SDU projects in the tree. One is your real SDU project and one is labeled Sample R.

You want to remove the Sample R SDU project from your database. This removes the sample project and all the hardware associated with it.

Technical Manuals Online! - http://www.tech-man.com

To remove the sample RP file:

1. Log on to the KDC as the administrator.
2. Click Hardware > System > Hardware View tab.
3. Select the SDU project labeled Sample R.
4. From the File menu, select Delete or click the Delete button from the toolbar.
5. Click Yes to confirm the deletion.

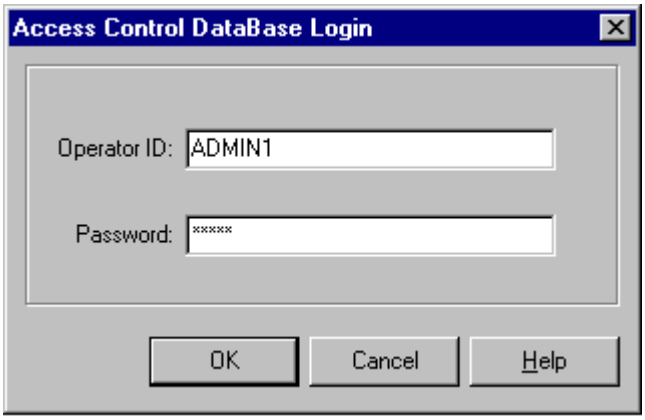
This removes the sample hardware from your database. You can now configure your complete KDC database.

Note: To improve the performance of the KDC and assure hardware connection, we recommend that you download to your system at this point. See Chapter 7: *Outbound ports and routes* for information on configuring the KDC for downloading.

Technical Manuals Online! - http://www.tech-man.com

Logging on after RP file import

After the RP file has been imported, you will need to log out of the system as the installer and log on as the administrator, using the Operator ID and Password you wrote down.



The ADMIN1 Operator ID is always used for the first company imported

To log on after an RP file import:

Tip: Operator IDs and passwords are not case sensitive so it makes no difference whether you type in all caps, in lowercase, or in a combination of both.

1. On the Action menu, click Login.

   The Login command logs you off as the installer and then lets you log on as a new operator.
2. Click the OK button to log off as the INSTALLER.
3. Type your Operator ID, e.g. ADMIN1.
4. Type your Password, e.g. ADMIN.
5. Click OK to log on as the administrator.

Note: The password "ADMIN" should only be used the first time you log on to the KDC. Once you log on, we strongly recommend that you change the password. ADMIN1 is the operator ID you use to create all other operators. See Chapter 5: *Operators.*

After you log on, the program displays the KDC window with all features and functions active.

Technical Manuals Online! - http://www.tech-man.com

Importing an RP file into an existing company

You'll need to import an RP file into an existing company whenever:

- You change the configuration of your system
- You import a new SDU project into your company

Modifications to the existing SDU project

There may come a time when the configuration of your company's system (referred to as an SDU project) is changed or modified. Any changes to the company, site, buildings, partitions, or KPDISPs requires an updated RP file. Import the updated RP file into the existing company and the existing site. Possible changes include the following:

- Changes to the existing hardware of your SDU project
- The addition of hardware to your SDU project
- The removal of hardware from your SDU project

Importing into an existing company is much the same as importing a new RP file, except that the imported information goes into the existing company and existing site. This replaces the old company information with the new information. Importing an RP file into an existing company and existing site has no impact on your existing KDC database.

After the updated RP file has been imported, the KDC displays your new hardware configuration in the Hardware > System tab.

Note: You can only import an RP file into an existing company when logged on to the KDC as an administrator.

To modify the existing SDU project:

1. Log on to the system as the administrator.
2. From the file menu, click Import > RPM Configuration Information.

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

3. Locate and select the updated RP ZIP file you want to import and click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.
4. Click OK to confirm that the database has been extracted.
5. Select the existing company name.
6. Select the existing site and click OK.

   Both company and site are existing, since you are importing an updated RP file and not a new RP file.

Technical Manuals Online! - http://www.tech-man.com

7. In the Options tab, click an Update Option, then click Done.

- Always overwrite with data from import
- Ask for each change
- Never overwrite

Note: The overwrite options do *not* apply to the hardware of your system. All KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and building address and building contact information.

8. Click OK.

Importing a new SDU project

If your company has more than one SDU project, both projects can be maintained in a single KDC database. Each SDU project is represented by a single RP file. After the first RP file is imported, the additional RP files are imported into the existing company. Both projects are maintained in a single KDC database.

There are two ways to import a new SDU project into the KDC:

- Import the new SDU project into the existing company but a new site
- Import the new SDU project into the existing company, existing site, and existing building.

Note: The SDU project can not contain more than one building.

If your additional SDU project represents a separate location, then import the RP file into the existing company and a new site.

Example: A company has two different locations of operation. One is in New York and the other is in Tennessee. Each site has a separate RP file but both are maintained in a single database.

If your additional SDU project represents a separate project from the same building, then import the RP file into the existing company, existing site, and existing building.

Example: A large building contains two SDU projects. Each project is imported into the KDC separately. Both projects can be maintained with a single KDC database.

Note: You can only import an RP file into an existing company when logged on to the KDC as an administrator.

To import into an existing company:

1. Log on to the system as the administrator.
2. From the file menu, click Import > RPM Configuration Information.

Tip: Press Alt + F, I, R to launch the Import Resource Profile Manager (RPM) File dialog box.

Technical Manuals Online! - http://www.tech-man.com

3. Locate and select the updated RP ZIP file you want to import and click Open.

   If your integrated system installer gave you a floppy disk containing your RP file, insert the disk and select the RP file from your floppy drive.

4. Click OK to confirm that the database has been extracted.
5. Click Yes to confirm that you are importing a different project into your database.
6. Select the existing company name.
7. Type the new site or select the existing site and click OK.

   Type new site for a project from a separate location.

   Select the existing site if the project is from the same building.

8. If you selected an existing site, select an existing building where the project is located.

   A project being imported into an existing building can contain no more than one building.

9. In the Options tab, click an Update Option, then click Done.

   - Always overwrite with data from import
   - Ask for each change
   - Never overwrite

Note: The overwrite options do *not* apply to the hardware of your system. All KPDISPs are overwritten each time you import a new RP file. The overwrite options only apply to company address and company contact information, and building address and building contact information.

10. Click OK.

Technical Manuals Online! - http://www.tech-man.com

Deleting an SDU project

Each RP import represents an SDU project. A company in the KDC can contain multiple projects. If needed, you can delete an SDU project from the KDC database. Deleting the SDU project does not delete any data from the database but removes all buildings, partitions, and KPDISPs associated with the project.

To delete an SDU project you must log on as the administrator.

Note: If users have an access level that has KPDISPs in the SDU project being deleted, the users status may become inaccurate.

To delete a SDU project:

1. Log on to the KDC as the administrator.
2. Click the Administration > System > Hardware View tab.
3. Select the SDU icon that you want to delete.
4. From the File menu, click Delete or click the Delete button on the toolbar.
5. Click Yes to delete the RP file.

The KDC shuts down after deleting the RP file. Simply restart the KDC to continue operations.

Technical Manuals Online! - http://www.tech-man.com

Deleting a company

If needed, you can delete a company from the KDC database. A company represents all RP imports including all sites, buildings, partitions, KPDISPs, and MODCOMs. Deleting the company removes all RP files and data from the database (people, access levels, etc.). After the company has been deleted, you can import a RP file that contains the correct information for your company.

To delete a company you must log on to the KDC as the Installer. Refer to *Logging on as an installer* in this chapter.

To delete a company:

1. Log on to the KDC as the Installer.
2. Select the company icon that you want to delete.
3. From the File menu, click Delete or click the Delete button on the toolbar.
4. Click Yes to delete the RP file.

The KDC shuts down after deleting the RP file. Simply restart the KDC to continue operations.

Technical Manuals Online! - http://www.tech-man.com

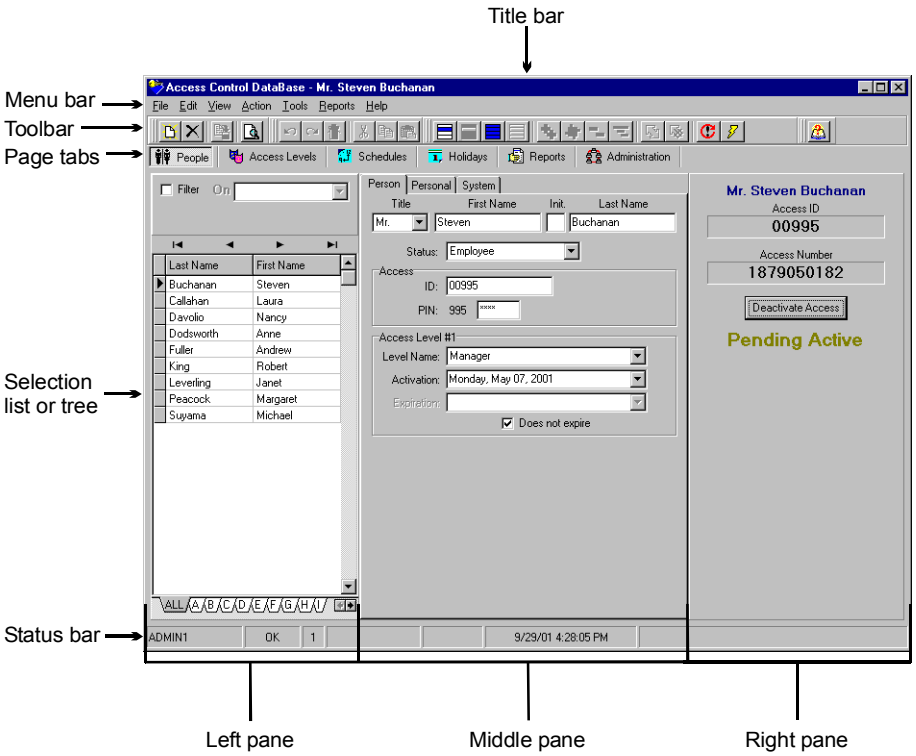
Interface overview

Once you log on, the first screen you see is the main window of the program. This window contains the navigation tools that you need for performing tasks within the program.

The program defaults to the People tab, but you can navigate to any part of the program by selecting the appropriate tab.

The main window has these features:

- Title bar
- Menu bar
- Toolbar with buttons
- Page tabs
- Selection list or tree
- Left, middle, and right panes
- Status bar



KDC window

Title bar

The title bar shows if the current record you are working on has been modified or is currently being modified. This makes it easier to track which records have been modified.

Technical Manuals Online! - http://www.tech-man.com

Menu bar

Below the title bar is the menu bar. The menus available are:

- File
- Edit
- View
- Action
- Tools
- Reports
- Help

Tip: When a menu command has a keyboard shortcut, the shortcut is displayed on the menu. This helps you learn faster, more efficient ways to use the program.

File menu commands

Command	Description
New	Creates a new file
Delete	Deletes the selected file
Save	Saves the KDC in its current state
Import	Imports RP configuration information, and external user databases
Print Preview	Provides a preview of a report based on your current location in the KDC. Example: From the People tab the Cardholder report is previewed.
Printer Setup	Selects the printer and sets its options
Print	Not currently active
Exit	Ends your session with the KDC, logs you off, and closes the window

Edit menu commands

Command	Description
Undo	Undoes your last action
Redo	Repeats your last action
Discard All Changes	Deletes the last series of actions and keystrokes for the current tab. **Note:** Once you discard all changes, the information cannot be restored using undo.
Cut	Moves the selected text to the Clipboard
Copy	Copies the selected text to the Clipboard
Paste	Copies the data from the Clipboard to the current cursor location

Technical Manuals Online! - http://www.tech-man.com

View menu commands

Command	Description
Expand Branch	Expands the entire selected branch
Expand Tree	Expands all branches of the entire tree
Collapse Branch	Collapses the entire selected branch
Collapse Tree	Collapses all branches of the entire tree
Toggle All Selections	Selects all KPDISPs that are not currently selected, and deselects all KPDISPs that are selected
Deselect All TreeView Nodes	Deselects all KPDISPs that are selected
People	Displays the People tab
Access Levels	Displays the Access Levels tab
Reports	Displays the Reports tab
Administration	Displays the Administration tab and subordinate tabs

Action menu commands

Command	Description
Login	Allows an operator to log off and a different operator to log on
Select Current Record	Selects the individual record that has focus (contains the arrowhead)
Deselect Current Record	Deselects the individual record that has focus
Select All Records	Selects all records for the current tab
Deselect All Records	Deselects all records for the current tab
Resync with Server	Refreshes data from the server to make sure that the most current data is displayed
Action Send Changes	Sends all new and changed information to the KPDISPs
Set Access Level Privilege	Sets a specific access level privilege for the selected level
Reset Access Level Privilege	Resets a specific access level privilege for the selected level

Technical Manuals Online! - http://www.tech-man.com

Tools menu commands

Command	Description
Options	Sets several KDC options
Troubles Display	Displays any current troubles with the KDC
Set Network Server	Not used in KDC

Reports menu commands

Command	Description
Database	Opens a submenu of database reports that can be printed for the current tab. The system displays a preview of each report.
Resource Usage	Opens a submenu of resource usage reports that can be printed for the current tab

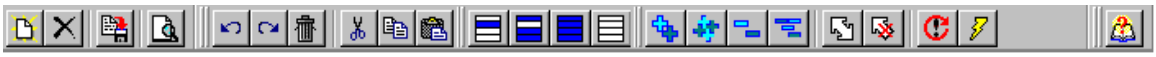
Help menu commands

Command	Description
Contents, Index	Opens the table of contents, index, and search tabs for the help system
About	Shows the current version of the software

Toolbar buttons

Below the menu bar is the toolbar. The toolbar buttons execute many of the commands found in the menus.

When you point to a button, a tool tip is displayed indicating the function of the button. Not all toolbar buttons are active at all times. When a button is not active, it is grayed out.



Toolbar buttons

Technical Manuals Online! - http://www.tech-man.com

Toolbar button commands

Button	Command	Description
	New	Creates a new item
	Delete	Deletes the selected item
	Save	Saves the KDC in its current state
	Print preview	Provides a preview of a report
	Undo	Returns to the previous state by undoing the last action
	Redo	Reverses the last Undo command, reinstating the last action
	Discard all changes	Returns to the last saved state undoing all changes
	Cut	Removes an object to the clipboard where it can be pasted to a file
	Copy	Copies an object to the clipboard where it can be pasted to a file
	Paste	Copies an object from the clipboard to a file
	Select current record	Selects the individual record item that has focused
	Deselect current record	Deselects the individual record item that has focused
	Select all records	Selects all record items for the current window
	Deselect all records	Deselects all record items for the current window
	Expand branch	Expands the entire selected branch
	Expand tree	Expands all branches of the entire tree
	Collapse branch	Collapses the entire selected branch
	Collapse Tree	Collapses all branches of the entire tree

Technical Manuals Online! - http://www.tech-man.com

	Toggle selection of eligible tree nodes	Selects all KPDISPs that are not currently selected, and deselects all KPDISPs that are selected
	Deselect all tree view nodes	Deselects all KPDISPs that are selected
	Re-synchronize with server	Refreshes data from the server to make sure that the most current data is displayed
	Send changes to access equipment	Sends all new and changed information to the KPDISPs
	Help contents	Opens the online help system

Tabs

Below the toolbar are the tabs. The tabs separate the KDC program into its main sections.

KDC tabs

People tab

The People tab stores information about each KPDISP user. The information includes KPDISP password and access level.

Access Levels tab

The Access Levels tab is used to create or modify access levels. Assigning privileges to keypads creates an access level.

Schedules tab

Not used in the KDC.

Holidays tab

Not used in the KDC.

Reports tab

The Reports tab is used to generate reports. Reports can be generated with information in the KDC database concerning people. You can choose reports from templates that have been included or you can customize your own reports to include information that you specify.

Technical Manuals Online! - http://www.tech-man.com

Administration tab

The Administration tab includes these subordinate tabs: System, Operators, Tasks, Outbound Ports, and Routes. Only operators with administration privileges have access to the Administration tab. Options on the administration tabs let your system administrator tailor the features and functions of the KDC.

Selection list or tree

Each tab of the KDC is displayed with a selection list or tree in the left pane. The selection list contains the items that have been created for the current tab. As more items are created, they are added to the selection list.

The Access Level tab and the Administrator System tab contain a tree view. The tree displays the components that make up your system.

Left, middle, and right panes

The KDC window is divided into left, middle, and right panes.

The left pane contains selection lists or tree views for the current tab.

Examples: People name list or tree view of an access level.

The middle pane displays information about the selected item. You use the middle pane when creating people and access levels.

The right pane contains the activation status or other special functions for the current tab.

Note: Depending on the tab you have selected, one or more of these panes may be combined into a single large work area.

Status bar

The status bar is located at the very bottom of the KDC window. The KDC displays the following information in the status bar:

- The operator that is currently logged on
- Summary of device troubles
- Who the currently selected record is locked by
- The current state of the record
- The last date and time the record was modified
- The current help message

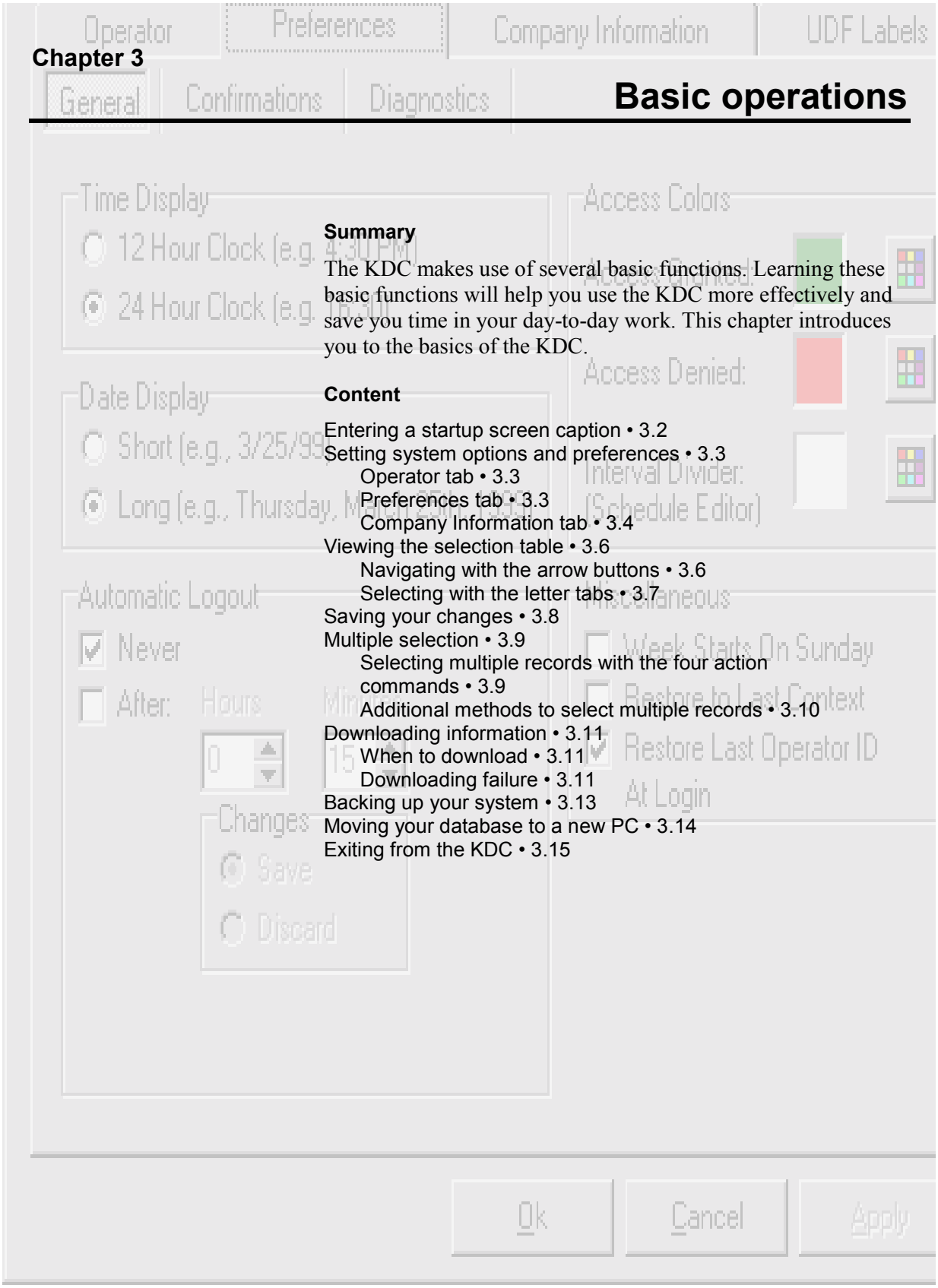
To obtain additional information about any of the status bar information, click on the information in the status bar. The KDC displays a dialog box with additional information.

Technical Manuals Online! - http://www.tech-man.com

Technical Manuals Online! - http://www.tech-man.com

Chapter 3

Basic operations



Summary

The KDC makes use of several basic functions. Learning these basic functions will help you use the KDC more effectively and save you time in your day-to-day work. This chapter introduces you to the basics of the KDC.

Content

Entering a startup screen caption • 3.2
Setting system options and preferences • 3.3
- Operator tab • 3.3
- Preferences tab • 3.3
- Company Information tab • 3.4

Viewing the selection table • 3.6
- Navigating with the arrow buttons • 3.6
- Selecting with the letter tabs • 3.7

Saving your changes • 3.8
Multiple selection • 3.9
- Selecting multiple records with the four action commands • 3.9
- Additional methods to select multiple records • 3.10

Downloading information • 3.11
- When to download • 3.11
- Downloading failure • 3.11

Backing up your system • 3.13
Moving your database to a new PC • 3.14
Exiting from the KDC • 3.15

Technical Manuals Online! - http://www.tech-man.com

Entering a startup screen caption

When you open the KDC program, it displays the startup screen, as shown below. The startup screen has a caption at the bottom. You can edit the caption to suit your needs. The caption can contain up to forty characters.

Note: Normally your integrated system installer enters the caption for you. In order to enter or edit the startup screen caption you must be log on to the software as the installer. Refer to Chapter 2: *Getting started* for further information on logging on as an installer.

Startup screen with sample caption

Entering a startup screen caption:

Tip: Press Alt + T, O to launch the Option dialog box.

1. Log on to the KDC as the installer.
2. From the Tools menu, click Options.
3. Click the Installer tab.
4. In Splash Caption, type the caption text, as you want it to appear on the start screen.
5. Click Apply.
6. Click OK.

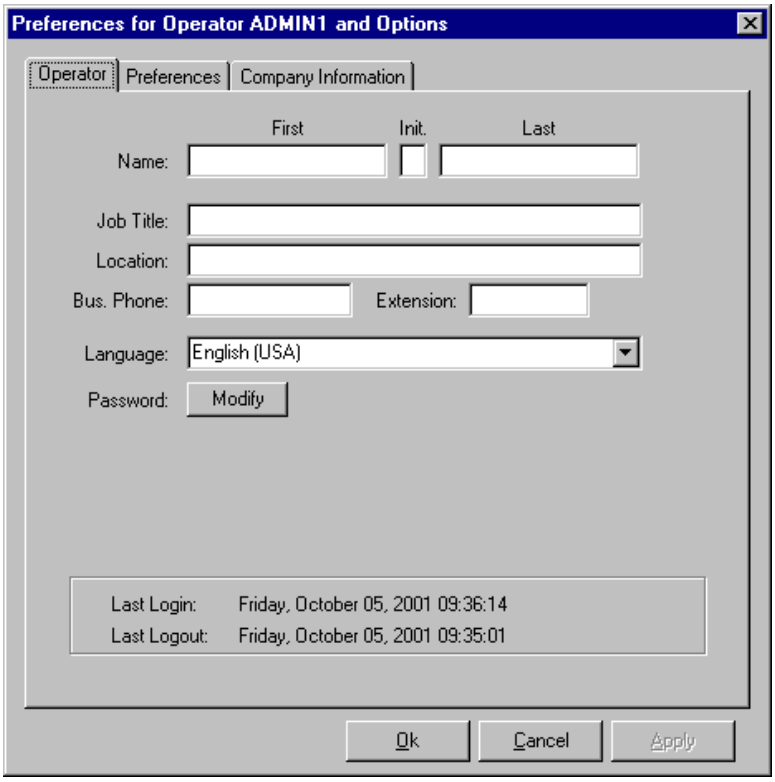
The next time you start the KDC, the KDC displays the modified caption at the bottom of the startup screen.

Technical Manuals Online! - http://www.tech-man.com

Setting system options and preferences

Selecting Options from the Tools menu lets you create and modify many system options and preferences. These include:

- Current operator information and password
- KDC preferences for current operator
- Company address, contact information, and defaults



Preferences and options dialog box for ADMIN1

Operator tab

The Operator tab lets you view information for the operator currently logged on. You can also change the operator's password using this tab.

The Operator tab also shows the date and time for the current operator's last session. See Chapter 5: *Operators* for detailed information regarding operators.

Preferences tab

Preferences are set for the current operator of the KDC. Operators can set their own preferences. The Preference tab is divided into three subtabs:

Technical Manuals Online! - http://www.tech-man.com

- General
- Confirmations
- Diagnostics

General tab

The General tab has the following fields:

- Time Display: Determines whether time is displayed in 12 hour or 24 hour format.
- Date Display: Determines whether dates are displayed in short or long date format.

  Example of long date: Thursday, January 11th, 2001
  Example of short date: 01/11/01
- Automatic Logout: Sets the program to automatically log you off after a specified time.

In addition there is a group of fields called Miscellaneous options. This includes:

- Weeks Start On Sunday: Determines the starting day (Sunday or Monday) for calendars.
- Restore to Last Context: Saves your location in the KDC and starts each session where you ended the previous session. Normally, the software opens at the People tab.
- Restore Last Operator ID at Login: Retains your login ID when logging on to the software.

Confirmations tab

For some actions, the system displays a confirmation dialog box. You can choose whether or not the system displays confirmation dialogs for the following actions:

- Deleting photos
- Setting privileges
- Resetting privileges
- Adding command lists
- Deleting command lists

Diagnostic tab

The Preferences tab provides diagnostic information for client activity within the KDC. This section is for factory use only.

Company Information tab

General tab

Company information is the information specific to the owner and controller of the entire site. This information includes the company address and contact information.

Technical Manuals Online! - http://www.tech-man.com

Typically, the Resource Profile (RP) file provides company information. The company information is imported into the KDC along with your site information, but you can revise the imported information as required. See Chapter 4: *System and hardware configuration* for further information.

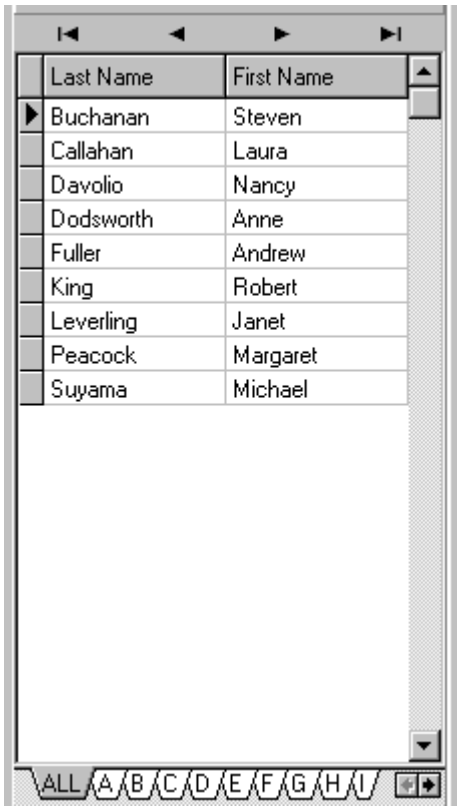
Note: If you make changes to the company information, contact your integrated system installer and inform him of the corrections. For installer contact information, click the Hardware View tab and the SDU icon in your company tree. The installer will need the information to correct his records for future contact with you.

Technical Manuals Online! - http://www.tech-man.com

Viewing the selection table

Each tab of the KDC uses a selection table to list its records (except for Access Levels tab and Administration > System tab). The selection table is displayed in the left pane of the tab. The table contains all of the current records that have been created for that tab. There are two primary methods for navigating through a selection table:

- Arrow buttons at the top of the table
- Letter tabs at the bottom of the table



The arrow buttons at the top and letter tabs at the bottom are two ways to navigate through a selection table

Navigating with the arrow buttons

The four arrow buttons at the top of the selection table let you easily move from one record to another. You can click the arrow buttons to move trough the table.

Clicking the inner two arrow buttons moves you through the table one record at a time. Clicking the outer two arrow buttons moves you to the end or beginning of the table.

Technical Manuals Online! - http://www.tech-man.com

As you scroll from one record to another, the record is displayed in the middle and right panes of the window. The small black arrow at the left of the table shows the current record.

Selecting with the letter tabs

Letter tabs at the bottom of the table let you display only those records beginning with an individual letter. When you click a letter, the system displays all the records that begin with that letter.

You can display more letter tabs by clicking the left and right arrows adjacent to the letter tabs. The tab on the far left displays all records in alphabetical order.

Technical Manuals Online! - http://www.tech-man.com

Saving your changes

Tip: A tab with an asterisk (*) on either side of the tab name shows that information on the tab has been modified but not saved.

When the information is saved the asterisks are removed.

Tip: Press Alt + F, S to save.

Saving is very important to maintain correct and current data in your system. Saving is the only way to update the database with any changes or additions that you make. An item is not recognized as a permanent record until it is saved.

To save your changes:

- On the File menu, click Save, or click the Save button on the toolbar.

Note: When you save data within a tab of the KDC, only the information in that tab is saved

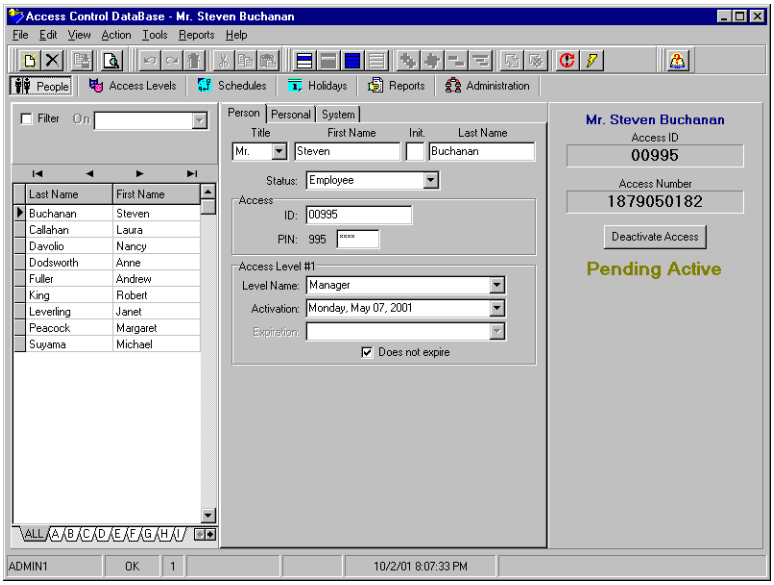
If information is not saved and you try to exit from the KDC, a dialog box is displayed reminding you to save before exiting.

Technical Manuals Online! - http://www.tech-man.com

Multiple selection

You can select two or more items at once and make a single change to all selected items. Most tabs with selection tables allow this functionality.

When you have selected multiple records, some fields can not be changed. The KDC automatically hides fields that can not be changed with multiple selections.



The People tab includes a selection table (list of people records in the left pane) that allows multiple selections

Selecting multiple records with the four action commands

You can select and deselect items using the four action commands or corresponding toolbar buttons. The buttons and commands are described in the following table.

Button	Command	Description
	Select current record	Selects the current record
	Deselect current record	Deselects the current record
	Select all records	Selects all records in the selection table
	Deselect all records	Deselects all records in the selection table

Technical Manuals Online! - http://www.tech-man.com

Tip: Wherever multiple selection is available, the user manual will present it to you as a Tip.

Multiple selection functionality is available on the following tabs:

- People
- Administration > Outbound ports
- Administration > Routes

Additional methods to select multiple records

In addition to using the four action commands, you can also select multiple records by using the keyboard and the mouse.

To select	Do this
A single record	Hold down Ctrl and select the record
Nonadjacent records	Hold down Ctrl and select the individual records
A large range of records	Hold down Ctrl and select the first record of the range, and then hold down Shift and click the last record in the range

Technical Manuals Online! - http://www.tech-man.com

Downloading information

Once information has been entered into the KDC, the data must be downloaded to your system. Only after the information has been downloaded will users of the KPDISPs be able to gain access.

Any time changes are made to the KDC that affect your system, the revised data must be downloaded. No changes will be active in the KPDISPs until they are downloaded.

For you to be able to download to the KPDISPs, the Outbound port and Route of the KDC must be configured. For further information, see Chapter 7: *Outbound ports and routes.*

Note: You can download changes to your system at any time or from any tab within the software. Make sure all information has been saved before downloading.

To download changes to KPDISPs:

- From the File menu, click Send Changes, or click the Send Changes button on the toolbar.

Note: Verify that the date and time are current at the system panel. Incorrect date and time causes incorrect operation of the system.

When to download

To improve the performance of the KDC, it is recommended that downloads are performed at specific times while setting up your database. The following gives the times when you should download.

- After importing your companies RP file
- After creating and activating no more than 1000 cardholders

Downloading failure

When a yellow X is displayed over a KPDISP this indicates that the system failed to download to this KPDISP. This can be seen from the tree view in the Access Levels tab and the Administration > System tab.

If you see a yellow X over a KPDISP, confirm that the device has not been removed from your system and that it is functioning properly. Also, confirm that you have configured your outbound ports and routes properly.

Technical Manuals Online! - http://www.tech-man.com

The yellow X over a KPDISP shows that the KDC could not download to it because of a communication error

Technical Manuals Online! - http://www.tech-man.com

Backing up your system

Your system should be backed up on a regular basis. You should back up your system any time you make significant changes to the KDC and at regular intervals.

By *backup,* we mean making and saving a copy of the KDC.mdb file.

There are several ways to back up your files. One popular way is with a 3.5-inch floppy drive. If the file is too large for a floppy disk, a Zip drive is an excellent alternative. Choose the method that is best for you.

The following instructions specify the default locations of system files. If you have installed the KDC in a different directory, navigate to this location when selecting the ACDB.mdb file.

To back up your system:

1. Exit from the KDC software program.
2. Run Windows Explorer.
3. In C:\Program Files\EST\Access Control Databases, select the ACDB.mdb file.
4. From the Edit menu, click Copy.
5. Navigate to the location where you would like to store a copy of the ACDB.mdb file.

   Example: Floppy drive or removable disk drive (Zip drive).
6. From the Edit menu, click Paste.
7. Once the files are copied, remove the disk and store it in a safe location.

Technical Manuals Online! - http://www.tech-man.com

Moving your database to a new PC

If you move the KDC to a new computer, the database of the KDC needs to be moved to the new PC. Moving the database is not a difficult process and can be done by following these simple steps.

The following instructions specify the default locations of system files. If you have installed the KDC in a different directory, navigate to this location when selecting the ACDB.mdb file.

To move your database to a new PC:

1. Exit from the KDC software program.
2. Run Windows Explorer on the existing computer.
3. In C:\Program Files\EST\Access Control Databases, select the ACDB.mdb file.
4. From the Edit menu, click Copy.
5. Click the floppy drive or the removable disk drive (Zip drive).
6. From the Edit menu, click Paste.
7. Install the KDC software on the new computer.

   Refer to the ACDB installation guide for instructions on installing the KDC.
8. Insert the disk with the ACDB.mdb file in the new computer.
9. Run Windows Explorer.
10. From the inserted disk, select the ACDB.mdb file.
11. From the Edit menu, click Copy.
12. In C:\Program Files\EST\Access Control Databases, paste the ACDB.mdb file into the directory.

Note: When copying the ACDB.mdb file from one directory to another, verify that the attributes of the file are not set to Read-only. You can check the attributes of the file by right clicking on the file name and selecting Properties.

Technical Manuals Online! - http://www.tech-man.com

Exiting from the KDC

You can exit from the KDC at any time. If information needs to be saved before exiting, you will be prompted to do so. We recommend that you save all information before exiting.

If you have not downloaded changes to the KPDISPs, the system displays a confirmation dialog box. You can download your changes, or continue without downloading.

To exit from the KDC:

Tip: Press Alt + F, X to exit from the KDC.

1. From the File menu, click Exit, or click the Close button at the right end of the title bar.
2. If prompted to save, click Yes in all confirmation dialog boxes.
3. If prompted to download, click one of the download options:
   - Yes to perform the download now
   - No to exit without downloading
   - Cancel to return to the KDC

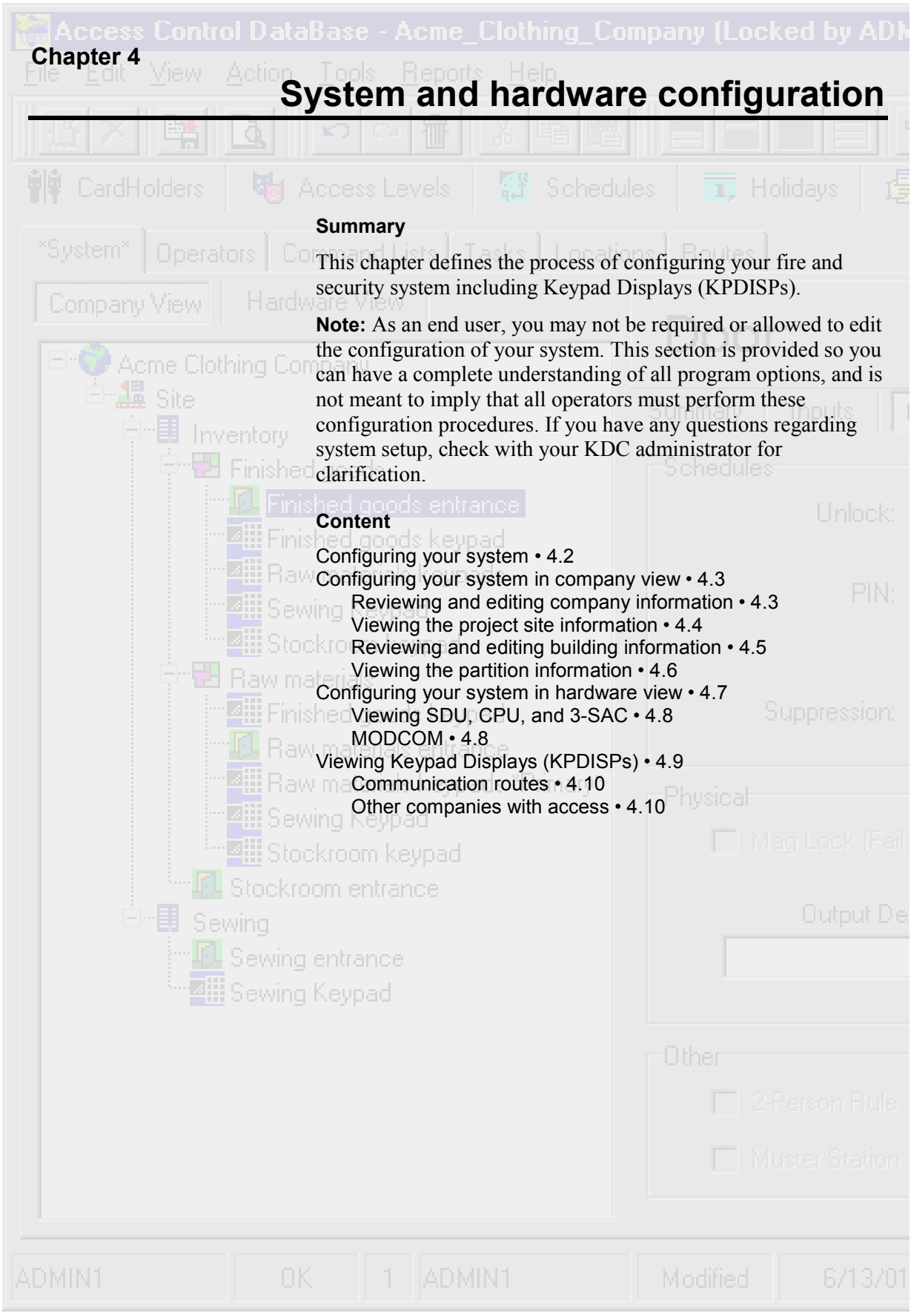
After exiting, you can restart the program and log on just as before. Refer to Chapter 2: *Getting started* for further information about logging on to the KDC.

Technical Manuals Online! - http://www.tech-man.com

Technical Manuals Online! - http://www.tech-man.com

Chapter 4

System and hardware configuration



Summary

This chapter defines the process of configuring your fire and security system including Keypad Displays (KPDISPs).

Note: As an end user, you may not be required or allowed to edit the configuration of your system. This section is provided so you can have a complete understanding of all program options, and is not meant to imply that all operators must perform these configuration procedures. If you have any questions regarding system setup, check with your KDC administrator for clarification.

Content

Configuring your system • 4.2
Configuring your system in company view • 4.3
Reviewing and editing company information • 4.3
Viewing the project site information • 4.4
Reviewing and editing building information • 4.5
Viewing the partition information • 4.6
Configuring your system in hardware view • 4.7
Viewing SDU, CPU, and 3-SAC • 4.8
MODCOM • 4.8
Viewing Keypad Displays (KPDISPs) • 4.9
Communication routes • 4.10
Other companies with access • 4.10

Technical Manuals Online! - http://www.tech-man.com

Configuring your system

The Administration System tab shows an expanded tree view of your imported system. The Administration System tab offers two views of your system. They are:

- Company view
- Hardware view

Both views are of the same system. They both show the same Company and Keypad Displays (KPDISPs). The hardware view shows the hardware of your system based on the way it is wired together. The company view shows the way your system is set up with respect to buildings and partitions.

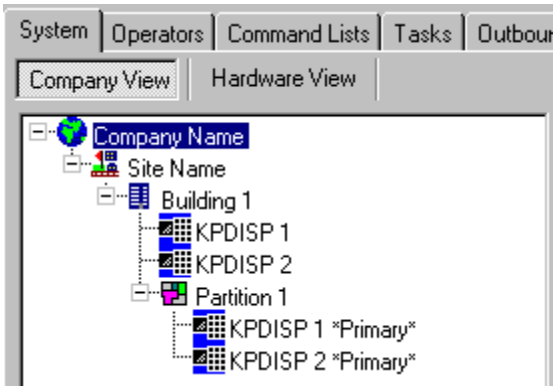
The information for both views is provided on your Resource Profile (RP) disk. The hardware configuration information is imported into the KDC along with the company view information. The KDC offers the option of altering some of this information for security purposes.

Unless otherwise noted, all functions can be completed in either hardware or company view.

Technical Manuals Online! - http://www.tech-man.com

Configuring your system in company view

The company view shows you how your system is configured. The company view tree shows the sites, buildings, and partitions in your company. KPDISPs are displayed under the buildings and partitions that they belong to. The same KPDISP can be displayed under a building and a partition.



The company view tree shows how your system is configured

Company view tree icons

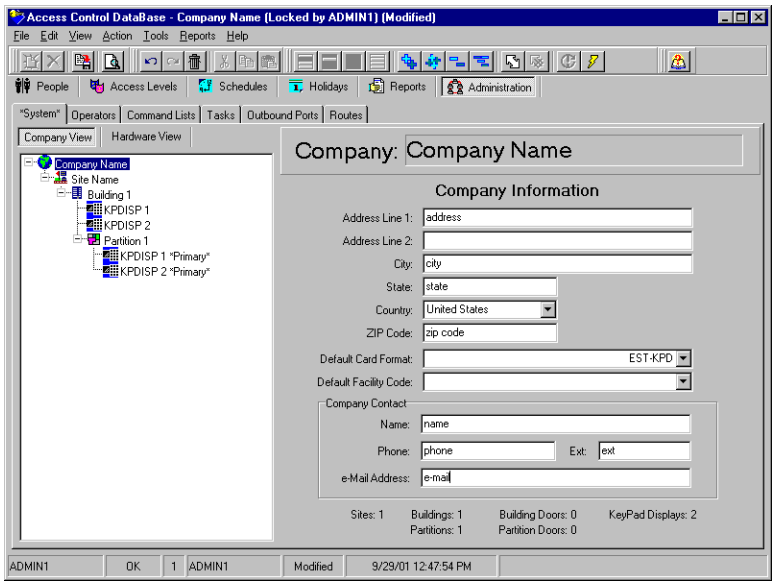
Icon	Meaning
	Company
	Site
	Building
	Partition
	Keypad Display (KPDISP)

Reviewing and editing company information

The first level in the tree, for both hardware view and company view, is the company. You can only have one company in your database. When you select the company, its information is displayed in the right pane of the tab. This information includes the company address and company contact information.

Note: If you make changes to the company information, contact your integrated system installer. For installer contact information, click the Hardware View tab and the SDU icon in your company tree. Your installer needs current information to maintain contact with you.

Technical Manuals Online! - http://www.tech-man.com



Company information

To review and edit company information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View or Hardware View.
4. In the tree, select the company name.
5. If needed, edit the address, city, state, country, and ZIP code in the designated fields.
6. If needed, edit the company contact information for name, telephone number, extension, and e-mail address of the company contact.
7. Save the updated company information.

Note: Company information can also be reviewed and edited by clicking Tools menu > Options > Company Information.

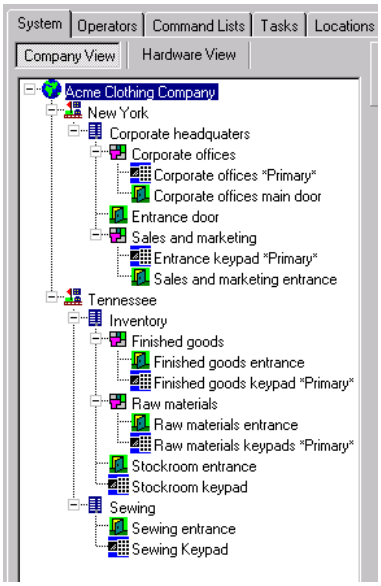
Viewing the project site information

The second level in the company view tree is the site. Clicking on the site displays its information and shows the company associated with the site. You can't edit any of the site information.

A single company can have multiple sites. Multiple sites are used for companies that have multiple geographical locations. Each site has its own fire and security system but these are all maintained with a single KDC program. Each site has a separate

Technical Manuals Online! - http://www.tech-man.com

RP file with the same company name. Each RP file is imported separately.



Company view with multiple sites New York and Tennessee

To view the site information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View.
4. Select the site in the tree view.

Reviewing and editing building information

The third level in the company view tree shows the company's buildings. A company can have multiple buildings. Clicking a building displays the building information in the right pane. The information is specific to the individual building you have selected and includes the building's address and contact information. If any of this information is incorrect, you can edit and correct it here.

To review and edit building information:

1. Click the Administration tab.
2. Click the System tab.
3. Click Company View.
4. Select the desired building in the tree view.

Technical Manuals Online! - http://www.tech-man.com

5. If needed, edit the building address, city, state, country, and ZIP code in the designated fields.
6. If needed, edit the building contact information for name, telephone number, extension, and email address of the building contact.
7. Save the updated building information.

Viewing the partition information

The fourth level in the company view tree is the partition. Each building can have several partitions. Clicking on the partition displays its information and shows the company, description, site, and building of the partition. It also displays how many keypads are part of that partition. You can not edit any of the partition information.

To view the partition information:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Company View.
4. Select the desired partition in the tree view.

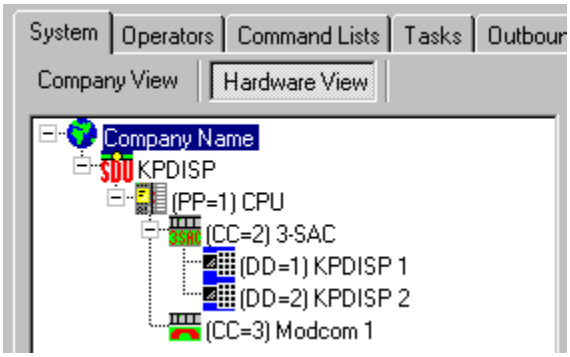
Technical Manuals Online! - http://www.tech-man.com

Configuring your system in hardware view

The hardware view tree shows the physical interconnections of the components in your system. See the table below for the meanings of the icons in this tree. This display makes it easy to see what each KPDISP connects to. This view is particularly helpful when your system has more than one fire alarm panel.

The hardware view is also very helpful in assigning routes to KPDISPs. Multiple non-networked fire alarm panels have different communication routes for each panel. One fire alarm panel might have an RS-232 (direct connect) route and a second panel might have a modem (telephone) route. The hardware view shows each KPDISP and the fire alarm panel to which each device is connected. This makes it easy to know which route to assign to each KPDISP.

Note: Fire and security functionality cannot be programmed into a control panel from a remote location. You must perform all fire and security panel programming on site. Changes to the security database have no impact on the parameters or operations of listed fire system equipment. Security functionality can be programmed from a remote site.



The Hardware View tree shows how the components of your system are connected

Hardware view tree icons

Icon	Meaning
	Company
	System Definition Utility (SDU)
	Central Processing Unit (CPU)
	Modem Communication Module (MODCOM)
	Security Access Control Module (3-SAC)
	Keypad Display (KPDISP)

Technical Manuals Online! - http://www.tech-man.com

Viewing SDU, CPU, and 3-SAC

The SDU, CPU, and 3-SAC are view-only items. They are configured, programmed, and installed by your system installer. You can not change any of their parameters.

To view the SDU, CPU, and 3-SAC:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Hardware View.
4. Select the desired SDU, CPU, or 3-SAC in the tree view.

MODCOM

The MODCOM is only visible in the hardware view. The MODCOM has modem and dialer capabilities. It is used for downloading information from remote sites. MODCOMs are configured, programmed, and installed by your system installer. You can not change any of their parameters except their communication route.

Each MODCOM has one communication route. The communication route defines how the KDC downloads information to the MODCOM. All MODCOMs are initially set to a default route. For information on how to change the communication route for a MODCOM refer to Chapter 7: *Outbound ports and routes.*

Technical Manuals Online! - http://www.tech-man.com

Viewing Keypad Displays (KPDISPs)

If your fire and security system has KPDISPs, they are displayed in the company view and the hardware view. In the company view, if the KPDISP is displayed under a building, it is used for fire alarm applications. In the company view, if the KPDISP is displayed under a partition, it is used for security applications. The same KPDISP can be used for both fire alarm and security applications. In this case, the KPDISP is displayed twice, under the building and the partition.

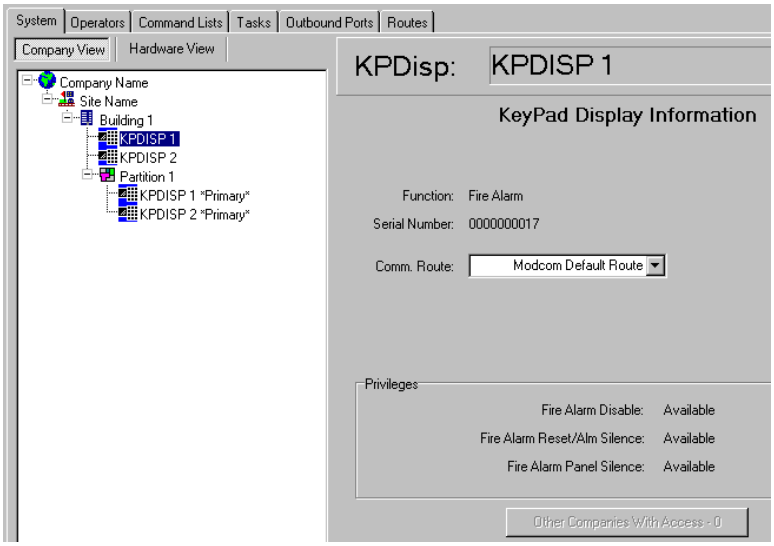
Your integrated system installer configures all KPDISP functions, except for the communication route. The following information is displayed for each KPDISP:

- Function (company view only)
- Serial number
- Communication route
- Privileges (company view only)
- Other companies with access

KPDISP privileges

The privileges for a fire alarm KPDISP differ from the privileges for a security KPDISP. The same KPDISP can be displayed under a building for fire alarm applications and under a partition for security applications.

The company view shows which fire alarm privileges are available for a given KPDISP. These privileges are assigned when you create access levels. See Chapter 8: *Access levels* for more information.



Keypad display information

Technical Manuals Online! - http://www.tech-man.com

To view KPDISP summary information:

1. Click the Administration tab.
2. Click the System tab.
3. Click either Company View or Hardware View.
4. Select the desired KPDISP in the tree view.

Communication routes

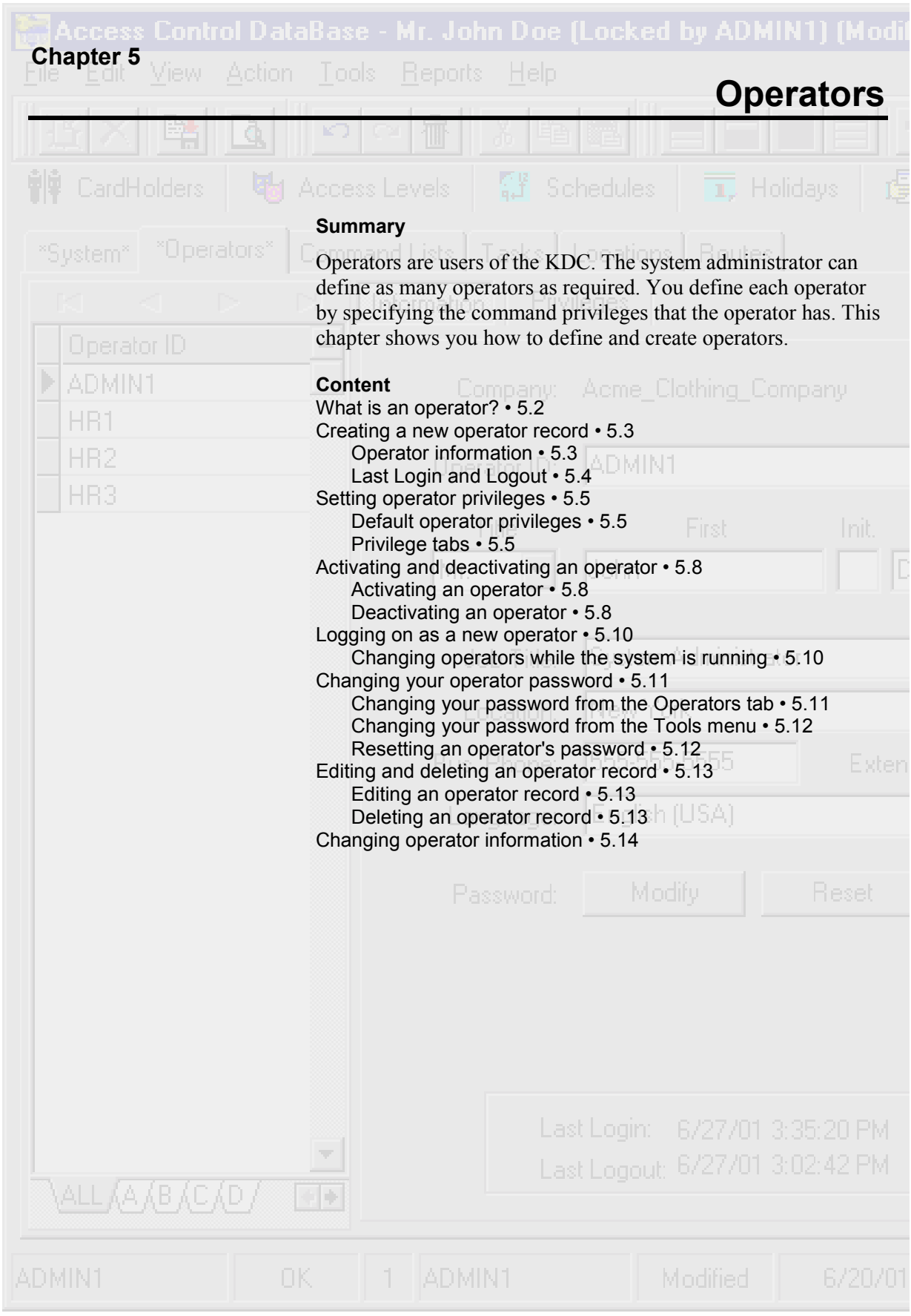
Each KPDISP has a communication route. The communication route defines how the KDC downloads information to these devices. All KPDISPs are initially set to a default route. For information on how to change the communication route for KPDISPs refer to Chapter 7: *Outbound ports and routes.*

Other companies with access

At the bottom of the KPDISP summary tab is the Other Companies With Access button. This button shows the number of other companies that have access to this KPDISP. Clicking this button opens a window that lists the other companies that have access to this KPDISP and shows their contact information.

If you are not the primary owner of this KPDISP, the primary company is displayed. The primary company of the KPDISP controls its configuration. If a configuration change needs to be made, only the primary company can make it.

Technical Manuals Online! - http://www.tech-man.com



Chapter 5

Operators

Summary

Operators are users of the KDC. The system administrator can define as many operators as required. You define each operator by specifying the command privileges that the operator has. This chapter shows you how to define and create operators.

Content

What is an operator? • 5.2
Creating a new operator record • 5.3
    Operator information • 5.3
    Last Login and Logout • 5.4
Setting operator privileges • 5.5
    Default operator privileges • 5.5
    Privilege tabs • 5.5
Activating and deactivating an operator • 5.8
    Activating an operator • 5.8
    Deactivating an operator • 5.8
Logging on as a new operator • 5.10
    Changing operators while the system is running • 5.10
Changing your operator password • 5.11
    Changing your password from the Operators tab • 5.11
    Changing your password from the Tools menu • 5.12
    Resetting an operator's password • 5.12
Editing and deleting an operator record • 5.13
    Editing an operator record • 5.13
    Deleting an operator record • 5.13
Changing operator information • 5.14

Technical Manuals Online! - http://www.tech-man.com

What is an operator?

An operator is someone who enters data into the Keypad Display Configuration (KDC) database. An operator ID and password are required in order for an operator to log on to the KDC.

We suggest that you designate a single administrator for each company in your KDC. The administrator is an operator with full privileges, including the ability to create and revise operator records.

The KDC assigns each company an administrator operator ID and password when importing the RP file. When first logging on to the KDC you must use this ID and password.

The default administrator operator ID is ADMIN1, with password ADMIN. ADMIN1 is always used for the first company imported by the integrated system installer. If a second company is imported, the operator ID is ADMIN2, again using password ADMIN.

When you log on, the KDC prompts you to change your password for future use. To change the ADMIN password, see *Changing an operator password*, later in this chapter.

All operators must log on to the KDC with an Operator ID and Password

The purpose of creating individual operators is to allow the administrator of the KDC to limit operator access and to make only the appropriate tabs and commands available to specified operators. Assigning privileges to each operator defines what an operator can and cannot do.

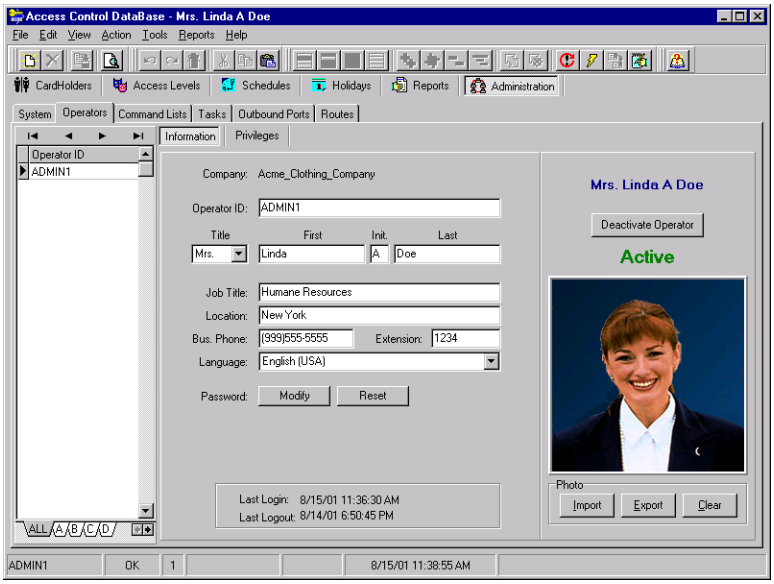
Example: You may want to create a clerical level operator, who has only the privileges required to enter and edit KPDISP user information. This operator would not require access to all tabs and commands in the KDC.

Technical Manuals Online! - http://www.tech-man.com

Creating a new operator record

You create operator records on the Administration tab under Operators. The KDC divides the Operators tab into two tabs:

- Information
- Privileges



Enter all users of the KDC as operators. Only operators have operator IDs and passwords that let them access the KDC.

Operator information

You use the Information tab to enter personal information about the operator, such as name and address.

Operator ID

Operator ID is the first field entered when logging in. The ID can consist of up to 20 characters. You can use upper case letters or numbers for Operator IDs. The Operator ID and Password are required when logging on.

Name

The first information required is the operator's full name and an optional title, e.g., Mr., Mrs., Ms, or Miss. Operator names can be up to 25 characters long.

Job Title, Location, Bus. Phone, Extension and Language

Depending on your company policy, additional operator information may be required including: a job title, location, business phone, extension, and preferred language.

Technical Manuals Online! - http://www.tech-man.com

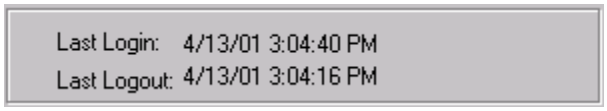
Passwords

Each operator has an individual password that is required when logging into the system. The password is specific to the individual operator. Operators are responsible for remembering their own passwords. The Operator ID and Password are required when logging in.

A new operator has the initial default password of PASSWORD. The operator should change this default password after logging in.

Last Login and Logout

The KDC displays the dates and times of the Last Login and Last Logout of the selected operator at the bottom of the Information tab. (This is blank for a new operator, but is updated when the operator logs on for the first time.)



Last Login and Logout dates and times as displayed on the operator Information tab

To create a new operator:

Tip: Press Alt + F, N to create a new operator.

1. Click the Administration tab.
2. Click the Operators tab.
3. From the File menu, click New or click the New button on the toolbar.
4. Type the Operator ID.
5. Select the appropriate title.
6. Type the operator information.
7. Save the new operator record.

Note: The KDC currently supports only English (USA) for languages. The KDC will support additional languages in future releases.

Technical Manuals Online! - http://www.tech-man.com

Setting operator privileges

After creating an operator, you can determine what privileges should be assigned to the operator.

Setting operator privileges determines the operator's ability to create, browse, edit, or delete information.

You set the operator privileges on the Privileges tab.

Default operator privileges

You can use the Quick Defaults group of buttons at the top of the Privileges tab to set default variables quickly. These buttons set privileges on all three tabs (Regular, Administration, and Special). The buttons make these settings:

- Grant All: Checks all privileges for the selected operator
- Revoke All: Clears all privileges for the selected operator
- Browse Only: Checks read-only rights for all privileges
- Operator: Checks privileges typically required by an operator
- Administrator: Checks all privileges

Privilege tabs

The privilege check boxes are divided into three tabs.

Regular: The regular tab contains privileges for KPDISPs users, access levels, and reports.

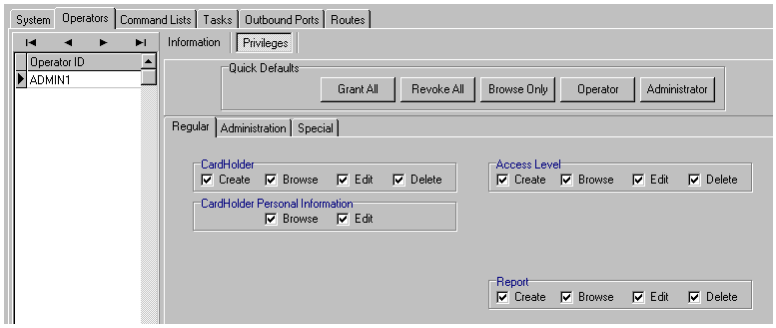
Administration: The administration tab contains privileges for systems, operators, tasks, outbound ports, and routes.

Special: The special tab contains privileges for company information and for sending changes to the system.

Example 1: If you need to set privileges for an operator allowing him read-only rights to the system, you deny all privileges, then grant the ability to browse system information. You can do this manually, or simply by clicking the Browse Only default button.

Example 2: If you need to set privileges for an operator to enter KPDISP users only, you deny him all privileges except the ability to create, browse, and edit information on the People tab. You would do this manually.

Technical Manuals Online! - http://www.tech-man.com



Operator privilege tab

To assign operator privileges:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator you want to assign privileges to.
4. Click the Privileges tab.
5. Select the appropriate privileges for each item in each tab, or click one of the Quick Defaults buttons. Select from one or more of the five possible choices:
   - Create: Gives the operator the create privilege. Selecting Create automatically selects Browse and Edit.
   - Browse: Allows the operator to view existing data.
   - Edit: Allows the operator to edit existing data. Selecting Edit automatically selects Browse.
   - Delete: Allows the operator to delete existing data. Selecting Delete automatically selects Browse and Edit.
   - Permit: Allows the privilege to be activated by the selected operator.
6. Save the operator record.

Example 1: If an operator is allowed to create, browse, edit, and delete an Access Level, then all the check boxes for Access Level must be selected.

Example 2: If the operator is allowed to create an Access Level, then select the Create check box. Selecting the Create check box also selects the browse and edit check boxes automatically.

If there are only a few items you do not want to grant an operator access privileges to, it may be easier to first select Grant All, then go back and remove the privileges you do not want enabled.

The same procedure can be used for Browse Only if you want an operator to be able to see most, but not all of the options. You

Technical Manuals Online! - http://www.tech-man.com

can go back and delete the privileges for certain items you do not want them to be able to browse.

Since each site has different parameters for their operators, it is up to the administrator of the KDC to set and assign the appropriate privileges for the operators in your system.

Technical Manuals Online! - http://www.tech-man.com

Activating and deactivating an operator

Activating an operator

When operators are first created in the KDC, they are initially inactive. An inactive operator can not log on to the KDC. Only active operators are allowed to log on to the KDC.

The right pane of the Operators tab displays the operator's status. It also includes a command button that lets you toggle the operators status.

Inactive operator

To activate an operator:

1. Click the Administration Tab.
2. Click the Operators Tab.
3. In the left pane, select the operator you want to make active.
4. Click the Activate Operator button.
5. Save the operator record.

The operator can now log on to the KDC system under the new operator ID assigned to him.

Deactivating an operator

The ability to deactivate an active operator lets you temporarily deny the operator access to the KDC.

Example: An operator has a temporary job function in the KDC and can be activated and deactivated as needed. This prevents you from having to reenter the operator each time you need him to work in the KDC.

Operators are indicated as being Active or Inactive

Technical Manuals Online! - http://www.tech-man.com

To deactivate an operator:

1. Click the Administration Tab.
2. Click the Operators Tab.
3. In the left pane, select the operator you wish to deactivate.
4. Click the Deactivate Operator button.
5. Save the operator record.

Technical Manuals Online! - http://www.tech-man.com

Logging on as a new operator

Once you have created all of the operators, you should log off. Each operator should now log on using the assigned operator ID and the default password: PASSWORD. After logging on, each operator should change his password.

Changing operators while the system is running

You can change operators without exiting from the program. The first operator simply logs off and the next operator logs on.

To change operators:

Tip: Press Alt + A, L to log off.

1. From the Action menu, click Login.
2. Click OK to log off.
3. Type in the new operator ID and password and click OK.

Technical Manuals Online! - http://www.tech-man.com

Changing your operator password

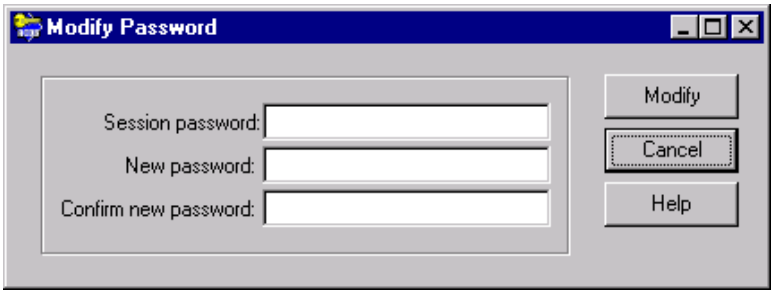
Passwords are very important to the security of your system. Please be very careful with your password. Do not let others know it and do not lose it.

A new operator is prompted to change his password when logging onto the system for the first time.

For security reasons, each operator should change his password periodically.

There are two ways to change your operator password: the Operator tab and the Tools menu. Both methods open the Modify Password dialog box.

Using the Operators tab lets you select the operator whose password you want to change. Using the Tools menu lets you change only the current operator's password.



Modify Password dialog box

Changing your password from the Operators tab

To change a password from the Operators tab, you must have operator edit privileges. If you do not have operator edit privileges, refer to *Changing your password from the Tools menu* in this chapter.

To change your password from the operators tab:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator you wish to change the password for.
4. Click the Password Modify button.
5. Type your session password.
6. Type the new password.
7. Retype the new password.

Technical Manuals Online! - http://www.tech-man.com

8. Click Modify to change the password.
9. Save the operator record.

Changing your password from the Tools menu

When you click Tools menu > Options, the system opens the Preferences and Options dialog box. This contains the Operator tab. The Operator tab provides the option to change your password. You can only change your own password from the Tools menu.

To change your password from the Tools menu:

Tip: Press Alt + T, O to display the Options dialog box.

1. From the Tools menu, click Options.
2. Click the Operator tab.
3. Click Password Modify button.
4. Type your session password.
5. Type the new password.
6. Retype the new password.
7. Click Modify to change the password.
8. Click OK to accept the new password.

Resetting an operator's password

If an operator forgets or loses his password, the password must be reset from the Operators tab. To reset a password, the operator must have the privilege to edit operators. Typically only administrators have reset password privileges.

Note: If the administrator password is reset, it is reset to PASSWORD not ADMIN. All passwords reset to PASSWORD.

To reset an operator's password:

1. Click the Administration tab.
2. Click the Operators tab.
3. In the left pane, select the operator you wish to reset the password for.
4. Click Password Reset button.
5. Save the operator record.

Technical Manuals Online! - http://www.tech-man.com

Editing and deleting an operator record

Editing an operator record

You can edit and modify operator information and privileges as needed. Be sure to save your changes after you have completed the modifications.

Deleting an operator record

Operator records can be deleted from the database at any time. Deleting an operator removes the record completely from the KDC.

Note: Deleting an operator immediately denies the operator access to the software.

To delete an operator record:

1. Click the Administration tab.
2. Click the Operator tab.
3. In the left pane, select the operator you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Tip: Press Alt + F, D to delete the operator.

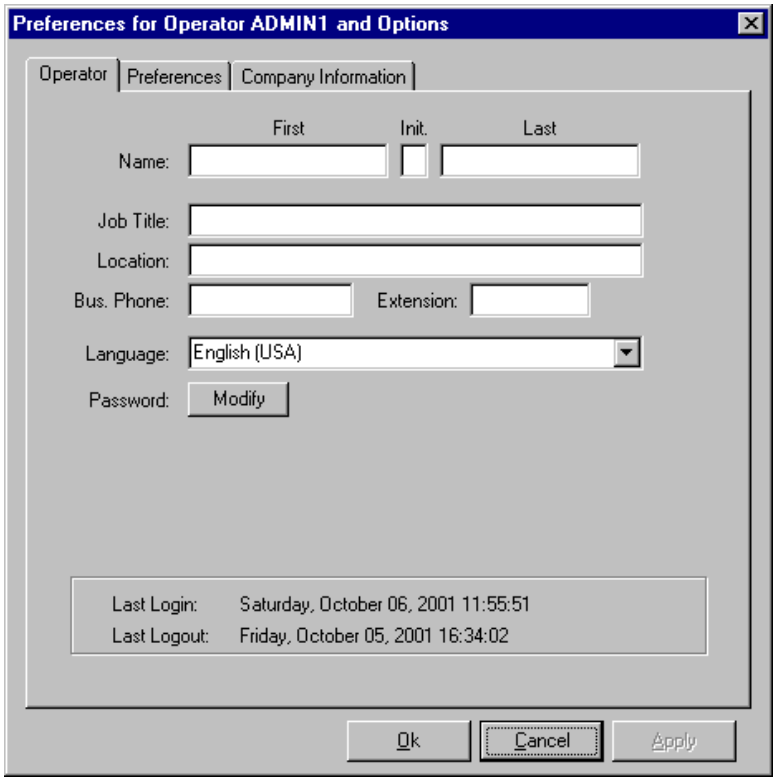
Technical Manuals Online! - http://www.tech-man.com

Changing operator information

Clicking Tools > Options opens the Preferences and Options dialog box. This contains the Operator tab, which lets you view information for the current operator. It also provides the option to change the operator password.

The Operator tab also provides information regarding the last log on and log off dates and times for the current operator.

The information can be changed just as in the Administration > Operators tab. See *Editing and deleting an operator* earlier in this chapter.



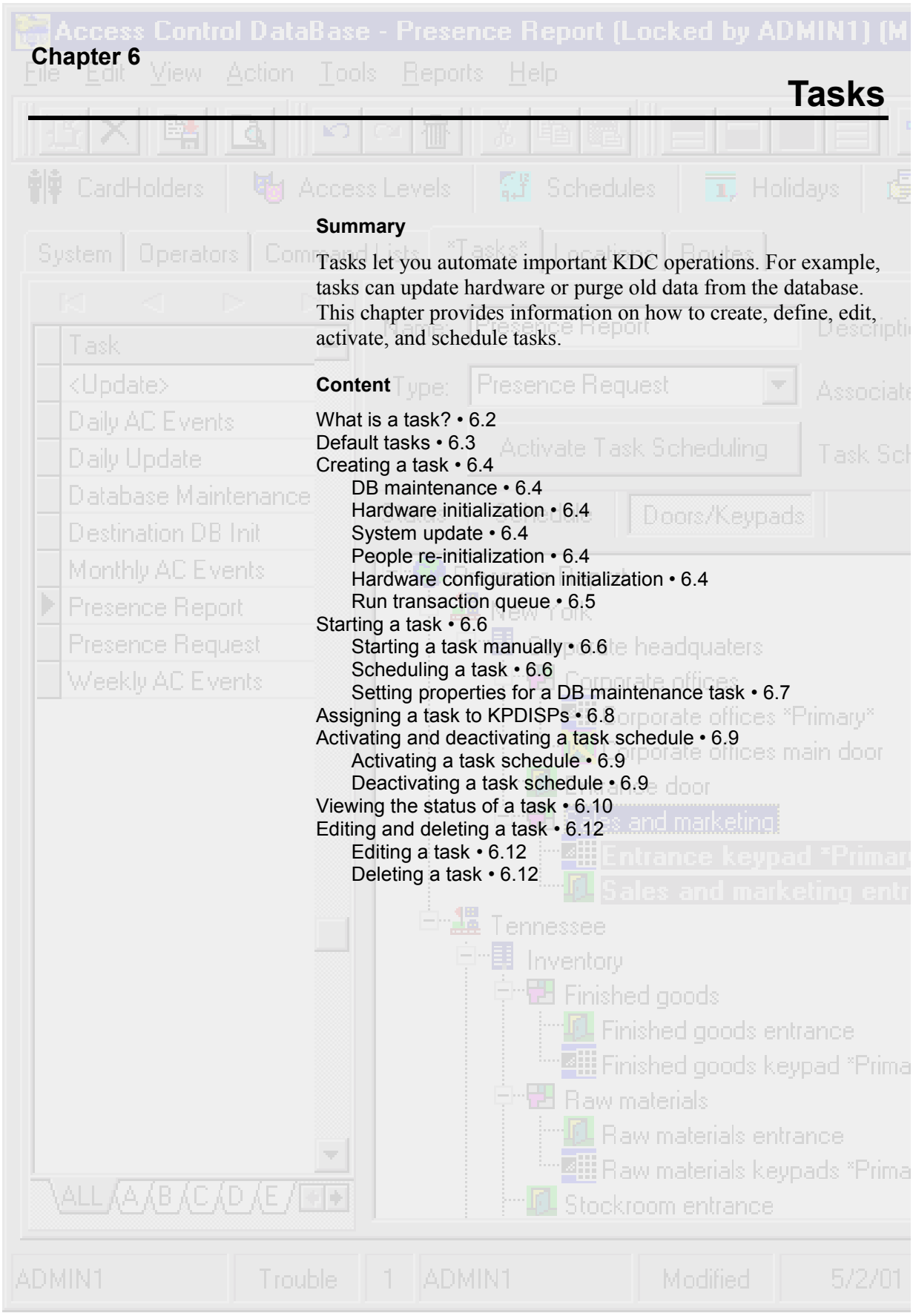
The Operator tab in the Options and Preferences dialog box

To change operator information:

Tip: Press Alt + T, O to display the Options dialog box.

1. From the Tools menu, click Options.
2. Click the Operator tab.
3. Revise the operator information as required.
4. Click Apply to save your changes.
5. Click the Ok button.

Technical Manuals Online! - http://www.tech-man.com



Chapter 6

Tasks

Summary

Tasks let you automate important KDC operations. For example, tasks can update hardware or purge old data from the database. This chapter provides information on how to create, define, edit, activate, and schedule tasks.

Content

What is a task? • 6.2
Default tasks • 6.3
Creating a task • 6.4
- DB maintenance • 6.4
- Hardware initialization • 6.4
- System update • 6.4
- People re-initialization • 6.4
- Hardware configuration initialization • 6.4
- Run transaction queue • 6.5

Starting a task • 6.6
- Starting a task manually • 6.6
- Scheduling a task • 6.6
- Setting properties for a DB maintenance task • 6.7

Assigning a task to KPDISPs • 6.8
Activating and deactivating a task schedule • 6.9
- Activating a task schedule • 6.9
- Deactivating a task schedule • 6.9

Viewing the status of a task • 6.10
Editing and deleting a task • 6.12
- Editing a task • 6.12
- Deleting a task • 6.12

Technical Manuals Online! - http://www.tech-man.com

What is a task?

Tasks let you automate important KDC functions, such as:

- System updates
- Database maintenance
- Hardware initialization

System updates

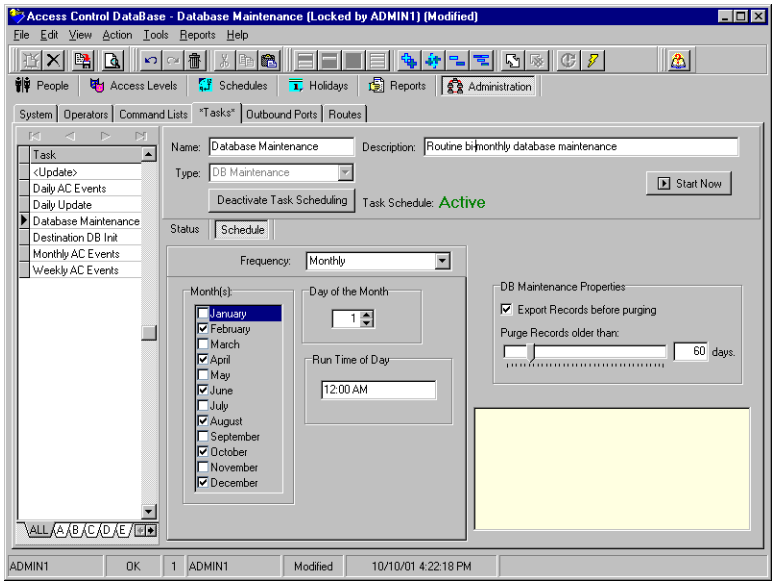
Whenever you make changes to your KDC, those changes must be sent to the hardware of your site. System update tasks send the new information from the database to the keypad display modules (KPDISP) of your site.

Database maintenance

A task can be used to purge old records from the KDC database. You can schedule a database maintenance task to routinely remove old records. You can also define the age of the records to be removed.

Hardware initialization

A task can initialize the hardware of your site. The task loads all security information to the designated hardware. This task is used for new hardware that has been added to your system. It also can be used for damaged hardware that may have lost its information.



The Tasks tab lets you create, edit, schedule, and run tasks

Technical Manuals Online! - http://www.tech-man.com

Default tasks

Several default tasks are included in the KDC. Default tasks serve as templates for most commonly used tasks.

You can modify the default tasks to meet your specific needs; however, you cannot modify the Update task in any way. The Update task is the task that runs when you click Send Changes from the File menu or click the Send Changes button on the toolbar.

All tasks, except Update, can be started manually or given a starting schedule (see *Starting a task* in this chapter). The default tasks are:

Default task	Description
Update	This task is activated when the Send Changes toolbar button or Action menu command is selected. This task is not editable.
Daily AC Events	Not used for Keypad Display Configuration
Daily Updates	A task that can be used to send changes from the database to your site at a daily scheduled time
Database Maintenance	A task that can be used to purge old records from the database
Destination DB Init	A task that is used to initialize hardware with information
Monthly AC Events	Not used for Keypad Display Configuration
Weekly AC Events	Not used for Keypad Display Configuration

Technical Manuals Online! - http://www.tech-man.com

Creating a task

New tasks can be created and added to the list of default tasks. A task can be one of these types:

- Database (DB) maintenance
- Hardware initialization
- System updates
- Cardholder re-initialization
- Hardware configuration initialization
- Run transaction queue

DB maintenance

DB maintenance tasks can be used to purge old data from the database. A DB maintenance task is one of the default tasks provided. The age of the data to be purged is set by you. You can also schedule the task to run daily, weekly, or monthly.

Hardware initialization

Hardware initialization tasks initialize the hardware in your system. If a piece of hardware (KPDISP) has lost its database or had its data degraded, database information can be restored using this task type. Typically, your service department would use this task to restore data to hardware. Hardware initialization tasks are also used when new hardware is added to your site.

System update

The system update task is used to send changes from your database to the hardware (KPDISPs) in your site. This task only sends changes that have been made since the last update. A default system update task is provided, Update. Update is the task that activates when the Send Changes button on your toolbar is pressed. If you want to automate the system update task, create a new task and schedule it to activate at a desired day and time.

People re-initialization

The Cardholder Re-init task reinitializes the users of your system. The task reloads all people, not including hardware configuration, to all hardware (KPDISPs).

Hardware configuration initialization

The Hrdwr Config Init task initializes the hardware configuration of your system devices. The task loads all information, not including people, to all hardware (KPDISPs).

Technical Manuals Online! - http://www.tech-man.com

Run transaction queue

The Run Transaction Que task generates transactions that need to be downloaded to the hardware of your system. The transactions are only generated and not downloaded to the hardware of your system.

To create a task:

Tip: Press Alt + F, N to create a new task.

1. Click the Administration tab.
2. Click the Task tab.
3. From the file menu, click New or click the New button on the toolbar.
4. In Name, type a name for the task.
5. In Description, type a description for the task.
6. In the Type list, select the type for your task.
7. Save the task record.

Technical Manuals Online! - http://www.tech-man.com

Starting a task

All tasks, except for Update, can be started manually or by a schedule. A scheduled task can be run on a daily, weekly, or monthly basis. If you do not want to schedule the start of your task, it can be set to start on demand.

Starting a task manually

The Start Now button can be used to start a task manually, no matter when it is scheduled to run.

The Start Now button can be used to start all tasks

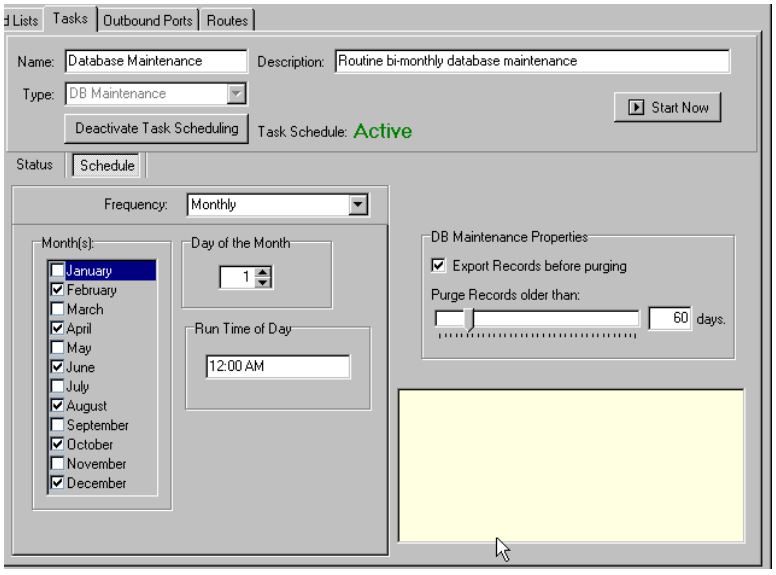
To start a task manually:

1. In the left pane, select the task you want to start manually.
2. Click the Start Now button.

Scheduling a task

You can use the Schedule tab to schedule a task to run on a daily, weekly, monthly, or demand basis. The frequency you select determines the scheduling options for the task.

Tip: The yellow text box in the lower right corner provides information to help you schedule your task.



A task set to a monthly frequency requires the selection of the month, day, and time

Technical Manuals Online! - http://www.tech-man.com

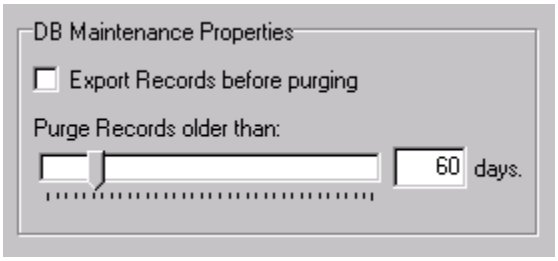
To schedule a task:

1. In the left pane, select the task you want to schedule.
2. Click the Schedule tab.
3. Select the frequency with which you want the task to run.
4. Depending on the frequency you have chosen, set the schedule options for the task.
5. If the task is active deactivated the task and reactivate it.
6. Save the task record.

Setting properties for a DB maintenance task

The properties of a DB maintenance task specify the age of the records that are to be purged. Only those records older than the specified date are removed from your database.

The Export Records before purging checkbox lets you save purged records. The records are saved in the ACDB root directory as a .CSV file. The .CSV file is viewable with Microsoft Excel.



A DB maintenance task set to purge data older than sixty days

To set properties for a DB maintenance task:

1. In the left pane, select the task you want to schedule.
2. Click the Schedule tab.
3. In the DB Maintenance Properties group, set the DB maintenance properties.
4. Save the task record.

Technical Manuals Online! - http://www.tech-man.com

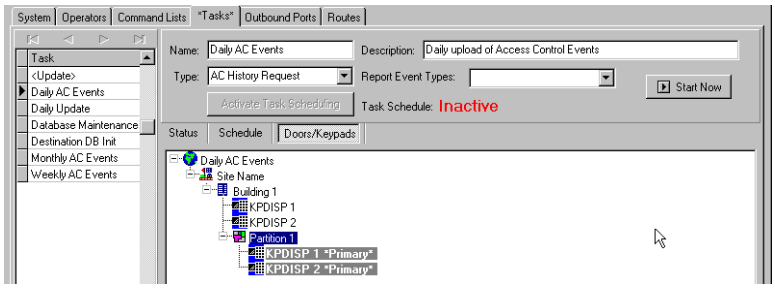
Assigning a task to KPDISPs

Tasks can be assigned to a company, site, building, partition, or to individual KPDISPs. Assigning a schedule to a company, site, building, or partition assigns the same task to all the KPDISPs shown within the selected item. This is the quickest and easiest way to assign the same task to multiple KPDISPs.

If you do not want the task to run on all KPDISPs, you can limit the task to specific KPDISPs. Only the specified devices are included in the task. When a device is selected, it is highlighted in gray.

To assign a task to single KPDISP, simply select the individual KPDISP.

Note: If nothing is selected, then *all* KPDISPs are included in the task.



This task includes KPDISP 1 and KPDISP 2 (highlighted in gray)

To assign a task to KPDISPs:

1. In the left pane, select the task you want to assign.
2. Click the Doors/Keypads tab.
3. Hold down Ctrl and click to select the company, site, building, partition, and individual KPDISPs.

   All KPDISPs within a selected item are assigned (as shown by the gray highlight).
4. Save the task record.

Technical Manuals Online! - http://www.tech-man.com

Activating and deactivating a task schedule

Activating a task schedule

Part of defining a task is specifying a schedule. However, the task schedule must be activated before the task runs automatically.

Note: Verify that all of the task information has been entered and that it is correct before activating the task schedule. If the Activate Task Scheduling button is dimmed, make sure the task is scheduled correctly.

Activate Task Scheduling button

To activate a task schedule:

1. In the left pane, select the task you want to activate.
2. Click the Activate Task Scheduling button.
3. Save the task record.

The Task Schedule description changes from Inactive to Active, indicating that the task will be activated according to the specified schedule.

All default tasks are inactive unless you activate them.

Deactivating a task schedule

To stop a schedule task form running, you can deactivate its schedule. The task is not deleted, but the system no longer run the task automatically.

To deactivate a task schedule:

1. In the left pane, select the task you want to deactivate.
2. Click the Deactivate Task Schedule button.
3. Save the task record.

The Task Schedule description changes from Active to Inactive.

Technical Manuals Online! - http://www.tech-man.com

Viewing the status of a task

As a task runs, its status can be viewed on the Status tab. The Status tab has three sub tabs:

- In process
- Task event log
- Transactions not sent

In process

The In Process tab shows the status of the task as it is running. The In Process tab provides a table with the following columns:

- ID
- Started
- Type
- Priority
- Current Status
- Name
- Task ID
- tip.Current Status

This information lets you accurately track the process of the task as it is running.

Task event log

After the task is complete, a record is stored on the Task Event Log tab. Here you see all tasks that have been run. This tab provides a table with the following columns:

- ID
- Time of Event
- Message
- Task ID

Transactions not sent

The Transactions Not Sent tab displays transactions of a task that have been rejected by the hardware of your system.

Example: If the Update task downloads 201 users to a KPDISP that stores 200 users, this and subsequent transactions to this device would fail and be displayed here.

This type of problem usually occurs due to an error in the system configuration. Only advanced users should attempt to correct this and the underlying problem.

The failed transaction also blocks any future downloads to this KPDISP. You must delete the failed transaction to allow future downloads. The transaction is deleted by clicking the Delete Transaction button.

Technical Manuals Online! - http://www.tech-man.com

Note: The Transaction Not Sent tab does not show task failures due to communication errors.

To view the status of a task:

1. In the left pane, select the task for which you want to view the status.
2. Click the Status tab.

Technical Manuals Online! - http://www.tech-man.com

Editing and deleting a task

Editing a task

The KDC lets you edit tasks to meet your specific needs. You can change the frequency of the task or change the KPDISPs associated with the task.

To edit a task:

1. Click the Administration tab.
2. Click the Task tab.
3. In the left pane, select the task you want to edit.
4. Edit the task.
5. Save the task record.

Deleting a task

You can delete all tasks except for the Update task. You may find it easier deactivate a task rather than deleting it. A deactivated task can be reactivated later. A deleted task is gone forever.

Note: Before deleting a task, you must deactivate its schedule.

To delete a task:

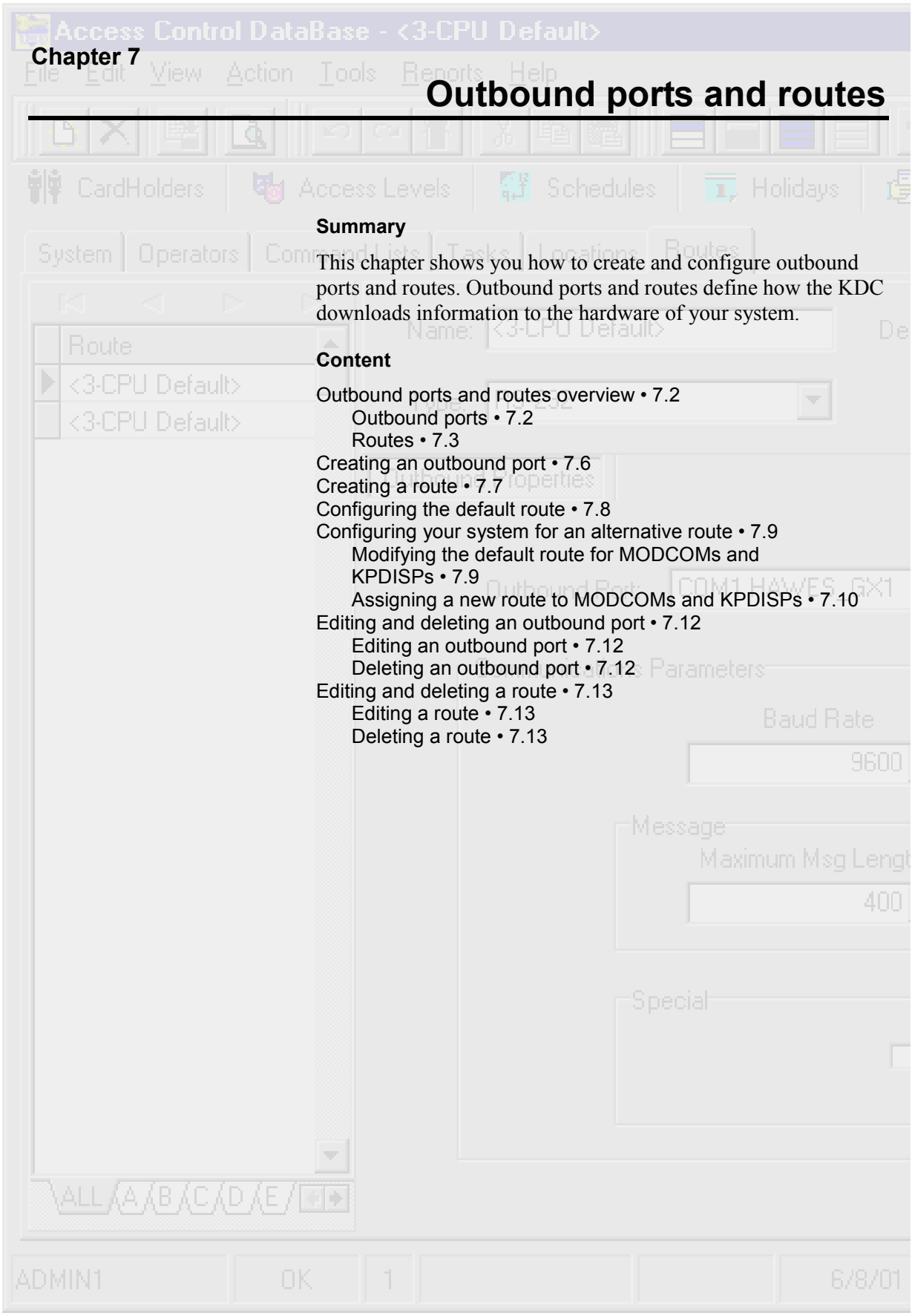
1. Click the Administration tab.
2. Click the Task tab.
3. From the left pane, select the inactive task you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Tip: Press Alt + F, D to delete the task.

Technical Manuals Online! - http://www.tech-man.com

Chapter 7

Outbound ports and routes



Summary

This chapter shows you how to create and configure outbound ports and routes. Outbound ports and routes define how the KDC downloads information to the hardware of your system.

Content

Outbound ports and routes overview • 7.2
- Outbound ports • 7.2
- Routes • 7.3

Creating an outbound port • 7.6

Creating a route • 7.7

Configuring the default route • 7.8

Configuring your system for an alternative route • 7.9
- Modifying the default route for MODCOMs and KPDISPs • 7.9
- Assigning a new route to MODCOMs and KPDISPs • 7.10

Editing and deleting an outbound port • 7.12
- Editing an outbound port • 7.12
- Deleting an outbound port • 7.12

Editing and deleting a route • 7.13
- Editing a route • 7.13
- Deleting a route • 7.13

Technical Manuals Online! - http://www.tech-man.com

Outbound ports and routes overview

The KDC transfers information to and from the hardware of your system (the MODCOMs and KPDISPs). To do this, the KDC needs to know how to communicate with your system. Outbound ports and routes work together to define the communication method between the KDC and your system.

The communication parameters are divided into two tabs:

- Outbound Ports
- Routes

You can configure multiple outbound ports and routes to satisfy all your communication needs.

Example: You are in charge of access control for a large university that has two campuses. The main campus has a direct connection from the PC running the KDC to the hardware of your system. The second campus, being a large distance from the main campus, requires a modem connection from the PC running the KDC to the hardware of your system. You would need two outbound ports and routes to communicate with both campuses.

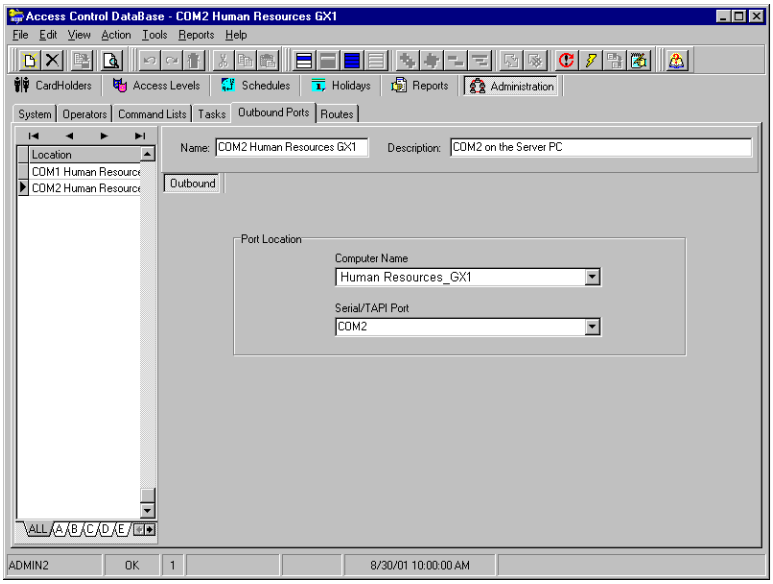
Outbound ports

An outbound port specifies the computer and port you are transmitting from.

During installation, the KDC detects your PC ports automatically. These are displayed on the Outbound Port tab of the Administration tab.

Typically, a PC has communication ports at COM1 and COM2. You are not bound to the automatically detected outbound ports. You can edit, delete, and add outbound ports as needed.

Technical Manuals Online! - http://www.tech-man.com



The Outbound Ports tab

Routes

Routes define how the KDC connects to the hardware of your fire and security system. There are two different types of routes:

- Modem connection
- Direct connection (RS-232)

Modem

A modem route uses a telephone line to communicate. The connection leaves the modem from the PC and connects to the modem at the control panel.

For a modem route, you configure the Outbound Properties tab and ModCom tab for that route. The receiving modems are imported into the KDC with your RP file.

RS-232

An RS-232 route connects directly to the control panel. The RS-232 runs from your PC serial port and plugs directly into the control panel.

Outbound properties for routes

Both an RS-232 and a modem route require the configuration of outbound properties. This includes selection of an outbound port (as created on the Outbound Ports tab) and specification of communication parameters for each route. The table below describes the communication parameters.

Technical Manuals Online! - http://www.tech-man.com

Communication parameters

Field	Default	Description
Baud rate	None	The speed at which at which data can be transmitted
Maximum retries	8	The number of times the KDC will try to communicate before timing out
Maximum message length	800	The maximum length of the message sent at any one time
Timeout	20	The amount of time before the KDC will retry to connect
Tracing	None	Tracing tells the KDC to generate trace files of the communications stream. Technical support uses the trace files to determine communication problems.

Default routes

The KDC automatically creates two default routes for you. (If your system does not contain a MODCOM, the KDC will not create a Modcom default route.) The default routes:

- 3-CPU Default
- Modcom Default

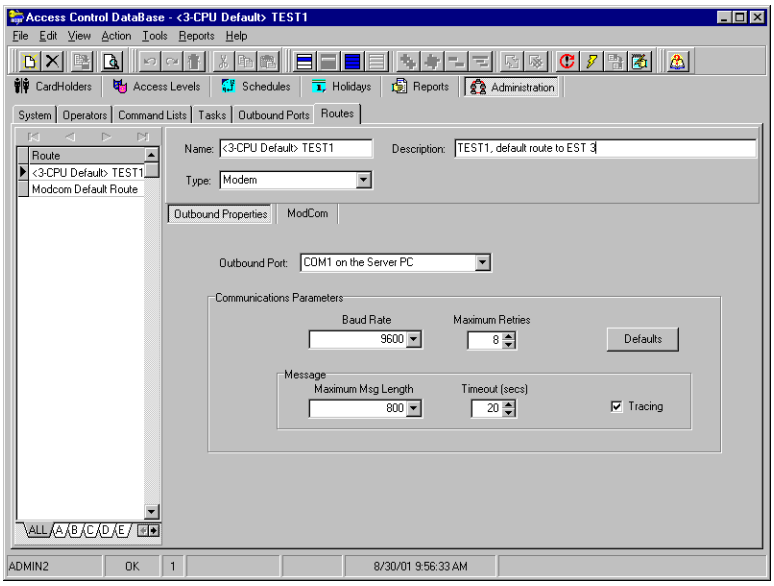
If your control panel has no MODCOM, the KDC uses the 3-CPU Default route to communicate to the hardware of your system. The KDC assigns all KPDISPs to this default route.

If your control panel has a MODCOM, the KDC uses the Modcom Default route to communicate.

When you click Send Changes from the Action menu or click the Send Changes button on the toolbar, the system uses the appropriate default route to communicate to your fire and security system. The system will not use the default route if you create an alternative route and assign it to the KPDISPs. See *Configuring your system for an alternative route* in this chapter.

Although the KDC creates a default route for you, the default route still requires configuration. See *Configuring default routes* in this chapter.

Technical Manuals Online! - http://www.tech-man.com



Routes tab

Technical Manuals Online! - http://www.tech-man.com

Creating an outbound port

KDC communication requires an outbound port and a route that uses the outbound port. The KDC automatically detects your outbound ports. You can use the detected outbound ports or create new ports as needed.

For the KDC to recognize a modem on your PC, the modem must be installed properly in your Windows operating system. At each startup of the software, the ACDB redetermines all communication ports.

If you want to create a new outbound port, follow the instructions below.

To create an outbound port:

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. From the File menu, click New or click the New button on the toolbar.
4. In Name, type a name for the outbound port.
5. In Description, type a description for the outbound port.
6. In the Computer Name field, type the computer name for the computer where the port is located.
7. In the Serial/Tapi Port field, select the direct connection COM port.
8. Save the outbound report record.

Tip: Press Alt + F, N to create a new outbound report.

Technical Manuals Online! - http://www.tech-man.com

Creating a route

After you have created your outbound port, you can either assign the outbound port to the default route or create a new route.

Each KPDISP automatically uses the default route. For a KPDISP to use a different route, you must manually assign that route to the device. See *Configuring your system for an alternative route* in this chapter.

To create a route:

1. Click the Administration tab.
2. Click the Routes tab.
3. From the File menu, click New or click the New button on the toolbar.

Tip: Press Alt + F, N to create a new route.

4. In Name, type a name for the route.
5. In Description, type a description for the route.
6. In the Type list, select RS-232 or Modem.
7. On the Outbound Properties tab, select the Outbound Port.
8. In the Baud Rate list, select the appropriate baud rate.

Tip: The Default button sets all communication parameters to the default settings.

9. In the Maximum Retries box, click the up and down arrows to select the number of times the KDC will try to communicate before timing out.
10. In Maximum Msg Length box, select the maximum length of the message sent at any one time.
11. In the Timeout box, click the up and down arrows to select the number seconds before the system will timeout.
12. If you are using a modem, click the ModCom tab. If using a RS-232, skip to step 14.
13. In Name, select the MODCOM for the control panel.

    The MODCOMs are imported into the KDC with the RP file.
14. Save the Route record.

Technical Manuals Online! - http://www.tech-man.com

Configuring the default route

The KDC creates the default route for you. Although KDC creates the default route, you must still configure it to communicate with your fire and security system.

To configure the default route:

1. Click the Administration tab.
2. Click the Routes tab.
3. In the left pane, select the Default Route (3-CPU Default or Modcom default).
4. In the Type list, select RS-232 or Modem.
5. On the Outbound Properties tab, select the Outbound Port.
6. In the Baud Rate list, select the appropriate baud rate.
7. In the Maximum Retries box, click the up and down arrows to select the number of times the KDC will try to communicate before timing out.
8. In Maximum Msg Length box, select the maximum length of the message sent at any one time.
9. In the Timeout box, click the up and down arrows to select the number seconds before the system will timeout.
10. If you are using a modem, click the ModCom tab. If using an RS-232, skip to step 12.
11. In Name, select the MODCOM for the control panel.

    The MODCOMs are imported into the KDC from the RP file.
12. Save the default Route.

Tip: The defaults button sets all communication parameters to the default settings.

Technical Manuals Online! - http://www.tech-man.com

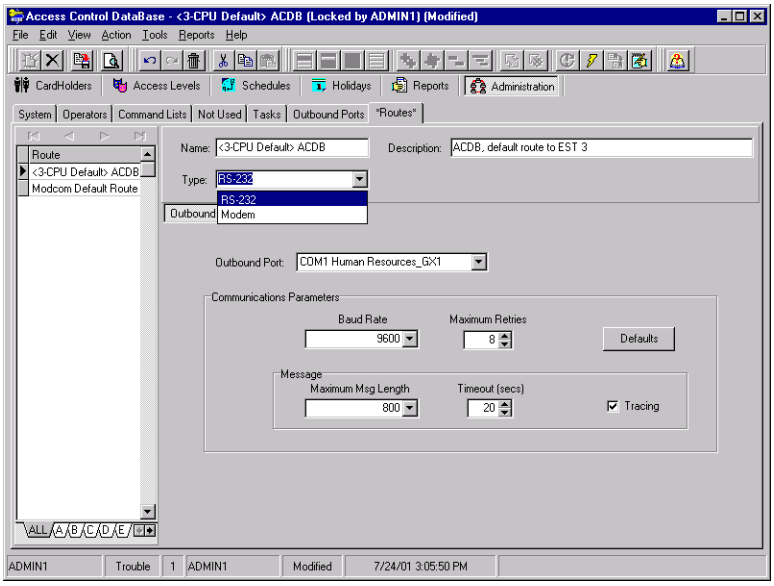
Configuring your system for an alternative route

There are two ways you can change the communication route used by the KDC:

- Modify the default route for MODCOMs and KPDISPs
- Assign a new route to specific MODCOMs and KPDISPs

Modifying the default route for MODCOMs and KPDISPs

In some cases, it is easier to modify the properties of the default route, rather than creating a new route. All MODCOMs, and KPDISPs are initially assigned the default route (3-CPU Default). Modifying the default route changes its communication configuration. This affects all MODCOMs and KPDISPs that use the default route.



You can modify a default route to meet your communication needs

To modify the default route:

1. Click the Administration tab.
2. Click the Routes tab.
3. Select the default route you want to modify.
4. Modify the route as needed.
5. Save the route record.

Technical Manuals Online! - http://www.tech-man.com

Assigning a new route to MODCOMs and KPDISPs

Rather than modifying the default route, you can create and assign a new route to the MODCOMs and KPDISPs. If you wish to use a new route, each MODCOM and KPDISP must have its communication route modified individually.

This can be a time consuming process if your system has a large number of MODCOMs and KPDISPs. In some cases, it is easier to modify the default route rather than creating a new route. You must decide which method is best for your company.

A new route is assigned to a MODCOM or KPDISP from the Administration System tab. The System tab has two views:

- Hardware view
- Company view

The *hardware view* shows the physical interconnections of the components in your system. The *company view* shows the logical organization of the components into buildings and partitions.

The hardware view is very helpful in assigning routes to MODCOMs, and KPDISPs. A fire and security system can have several control panels that are not connected by a network. In such systems, each panel uses a different communication route.

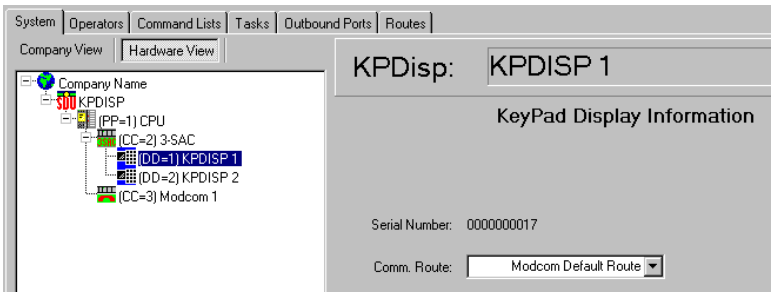
One fire alarm panel might have an RS-232 (direct connect) route and a second panel might have a modem (telephone) route.

The hardware view shows each MODCOM, and KPDISP, and the control panel to which each device is connected. This makes it easy to determine the correct route to assign to each MODCOM, and KPDISP.

Both views are of the same fire and security system. They both show the same KPDISPs. From both views, you can assign a new route to any individual KPDISPs.

MODCOMs are only shown in the hardware view. Assigning a new route to a MODCOM can only be done in the hardware view.

Technical Manuals Online! - http://www.tech-man.com



MODCOMs and KPDISPs are assigned new communication routes individually form the Administration > System tab

To assign a new route to a MODCOM or KPDISP:

1. Click the Administration tab.
2. Click the System tab.
3. Click the Company View or Hardware View tab.

   MODCOMs can only have their communication route changed from the hardware view.
4. Select the desired MODCOM or KPDISP from the tree.
5. In Comm. Route, select the new route.
6. Save the new communication route.

Technical Manuals Online! - http://www.tech-man.com

Editing and deleting an outbound port

Editing an outbound port

You can edit an outbound port to change its location, name, or description.

To edit an outbound port:

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. In the left pane, select the outbound port you want to edit.
4. Edit the outbound port as needed.
5. Save the outbound port record.

Deleting an outbound port

Tip: Use the multiple select toolbar buttons or the multiple select action menu items to select multiple outbound ports for deletion. You can delete all selected records at once.

You can delete an outbound port at any time. You might want to delete an outbound port if your access system is no longer using the port to download information.

To delete an outbound port:

1. Click the Administration tab.
2. Click the Outbound Ports tab.
3. In the left pane, select the outbound port you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

Tip: Press Alt + F, D to delete an outbound port.

Technical Manuals Online! - http://www.tech-man.com

Editing and deleting a route

Editing a route

You can edit an existing route using the Route tab. These changes might be the result of a new communication route from your PC to the hardware of your fire and security system.

To edit a route:

1. Click the Administration tab.
2. Click the Route tab.
3. Select the route you want to edit.
4. Edit the route as needed.
5. Save the route record.

Deleting a route

You can delete a route at any time. You might want to delete a route if your access system is no longer using the route to download information.

Tip: Use the multiple select toolbar buttons or the multiple select action menu items, to select multiple routes for deleting. You can delete all selected records at once.

To delete a route:

1. Click the Administration tab.
2. Click the Route tab.
3. In the left pane, select the route you want to delete.
4. From the File menu click Delete or click the Delete button on the toolbar.
5. Click Yes to delete.

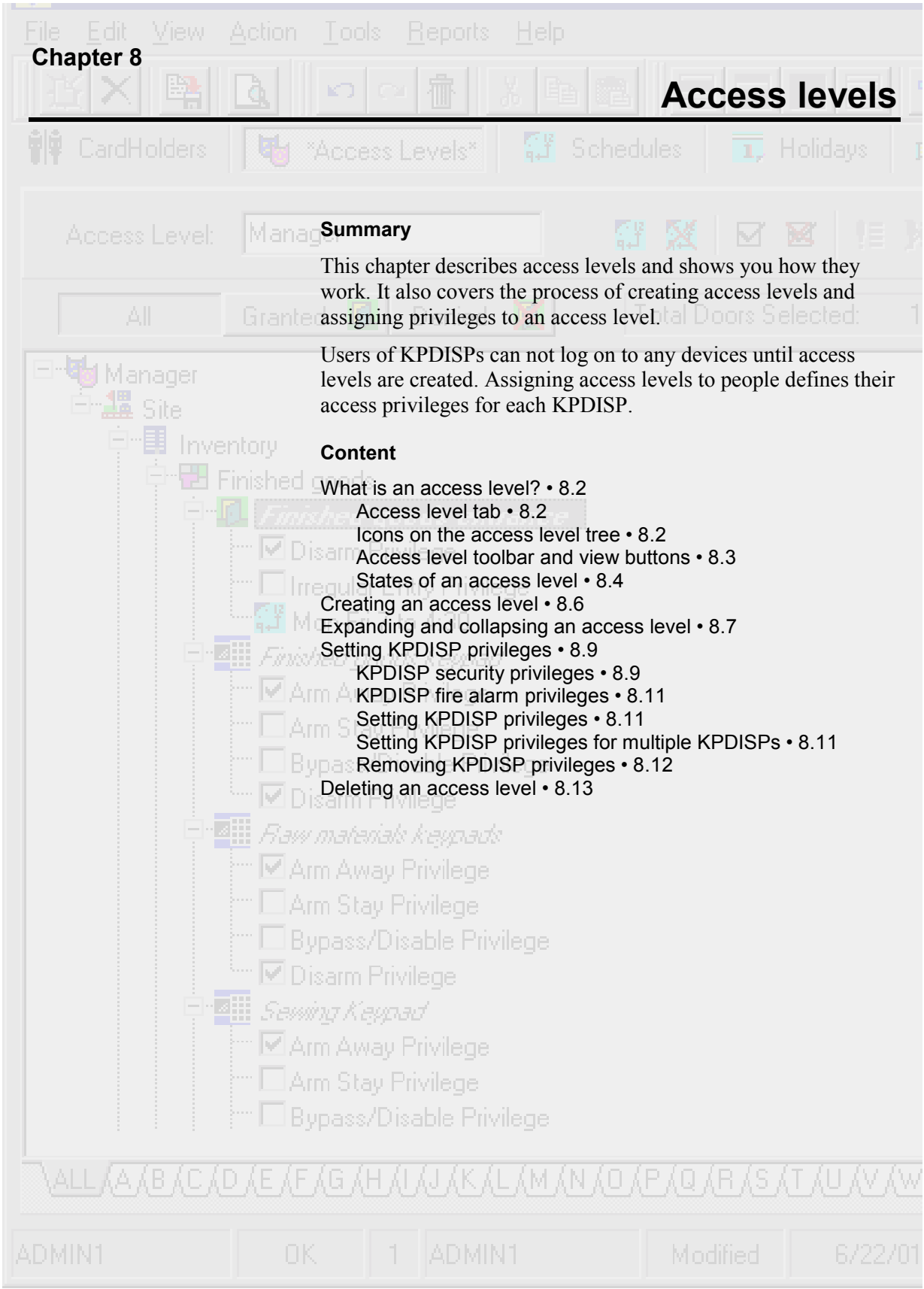
Tip: Press Alt + F, D to delete an outbound port.

Technical Manuals Online! - http://www.tech-man.com

Technical Manuals Online! - http://www.tech-man.com

Chapter 8

Access levels



Summary

This chapter describes access levels and shows you how they work. It also covers the process of creating access levels and assigning privileges to an access level.

Users of KPDISPs can not log on to any devices until access levels are created. Assigning access levels to people defines their access privileges for each KPDISP.

Content

What is an access level? • 8.2
Access level tab • 8.2
Icons on the access level tree • 8.2
Access level toolbar and view buttons • 8.3
States of an access level • 8.4
Creating an access level • 8.6
Expanding and collapsing an access level • 8.7
Setting KPDISP privileges • 8.9
KPDISP security privileges • 8.9
KPDISP fire alarm privileges • 8.11
Setting KPDISP privileges • 8.11
Setting KPDISP privileges for multiple KPDISPs • 8.11
Removing KPDISP privileges • 8.12
Deleting an access level • 8.13

Technical Manuals Online! - http://www.tech-man.com

What is an access level?

An access level determines access properties for users groups. Properties of an access level consist of the following:

- Security privileges for KPDISPs
- Fire privileges for KPDISP

Normally you give each access level a name based on the job functions of a group of users. User groups that need different privileges are assigned a different access level.

You can define up to 255 access levels. Each user can be assigned up to two access levels.

An access level defines what privileges a user has at each KPDISP.

Access level tab

You create and edit access levels on the Access Level tab. On this tab access levels are shown in tree form. All access levels appear in the same pane.

Each access level tree can be expanded to show the sites, buildings, partitions, and KPDISPs it contains. In general, you define an access level by assigning privileges to the KPDISPs.

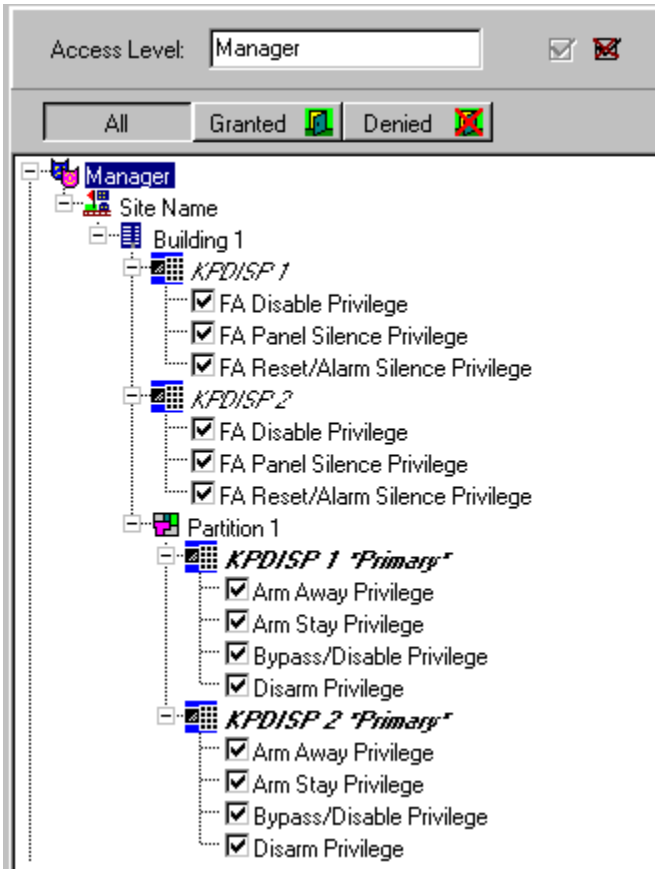
Icons on the access level tree

Each access level has a tree. The access level tree uses several icons to represent the different parts of the access level. The icons are described in the following table.

Access level tree icons

Icon	Definition
	Access level name
	Site
	Building
	Partition
	KPDISP

Technical Manuals Online! - http://www.tech-man.com



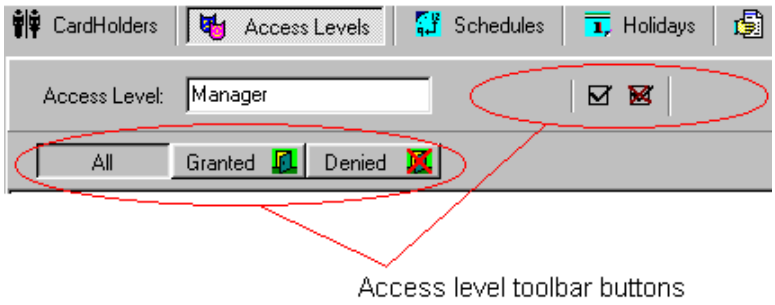
The access level shown above gives all privileges to any user that is assigned this access level

Access level toolbar and view buttons

The Access Level tab has a toolbar and view buttons. Buttons on this toolbar let you execute many of the commands found on the Action menu. View buttons let you select different views of an access level tree, by showing or hiding devices.

When you roll your mouse over a toolbar button, a tool tip is displayed that names the command.

Technical Manuals Online! - http://www.tech-man.com



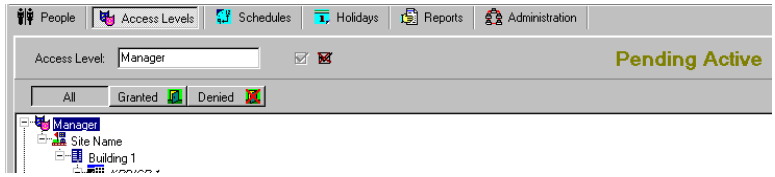
Access level tab buttons

Button	Command	Description
	Set access level privilege	Sets a privilege for a KPDISP
	Reset access level privilege	Removes a privilege for a KPDISP
	View all	Displays all KPDISPs
	View only granted	Displays only KPDISPs that have a schedule or a privilege assigned to them
	View only denied	Displays only KPDISPs that do not have a schedule or a privilege assigned to them

States of an access level

An access level can have one of six states. The system manages these states automatically for each access level. A pending state is one that has not been downloaded to your access control system.

Every access level displays its current state.



An access level with the state of Pending Inactive

Access level states

State	Description
Inactive	An access level with no users, schedules, or privileges assigned

Technical Manuals Online! - http://www.tech-man.com

Access level states

State	Description
Pending Active	An access level with assigned users, schedules, or privileges that has not been downloaded
Active	An access level with assigned users, schedules, or privileges that has been downloaded
Pending Inactive	An access level that was previously Active, from which you have removed all users, schedules, and privileges. The access level has not been downloaded.
Pending Deletion	An access level that has been deleted but has not been downloaded
Deleted	An access level that was previously Pending Deletion and has no users assigned this access level

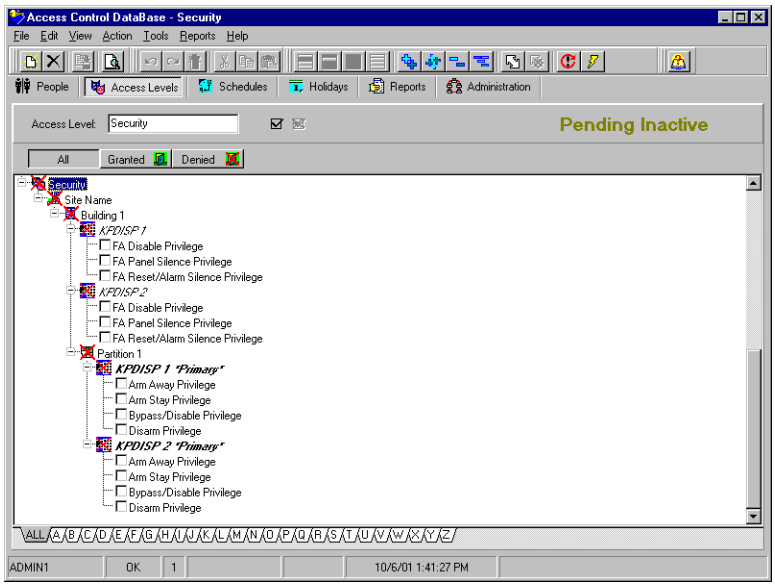
Technical Manuals Online! - http://www.tech-man.com

Creating an access level

The KDC assigns a unique, default name to each new access level you create. When naming your access level, it is helpful to use a name that can be associated with a group of users. The group should share the same access properties. Examples: Managers, Janitors, Security, or Marketing.

A new access level initially denies all privileges, indicated by the red X over the icons. Assigning a privilege removes the red X. If an individual KPDISP has not been assigned a privilege, then the red X remains over it.

All newly created access levels have the state Inactive.



The Security access level has a red X over all icons. This indicates that no privileges have been assigned to this access level.

To create an access level:

Tip: Press Alt + F, N to create a new access level.

1. Click the Access Levels tab.
2. From the File menu, click New or click the New button on the toolbar.
3. In Access Level, type a name for the access level.

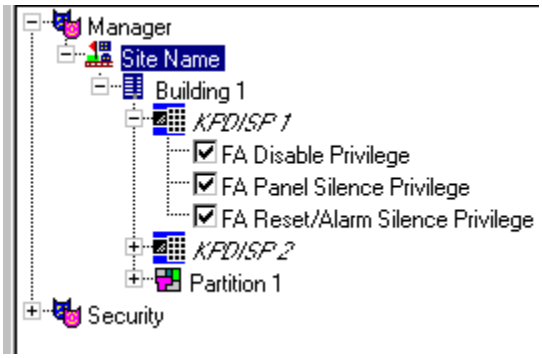
Note: The Access Level name is not updated in the tree view, until you save the access level.

Technical Manuals Online! - http://www.tech-man.com

Expanding and collapsing an access level

Now that you have added an access level, you should become familiar with expanding and collapsing the access level branch. The access level is a graphical, hierarchical display of all sites, buildings, partitions, and KPDISPs.

You can expand the access level branch by clicking the plus-sign (+) icon. You can collapse the access level branch by clicking the minus-sign (-) icon.



An expanded access level branch

To expand and collapse an access level branch:

1. Click the plus-sign icon next to the access level.
2. Continue clicking all plus-sign icons until you have extended all branches.
3. Click the minus-sign icons.
4. Continue clicking all minus-sign icons until you have collapsed all branches.

You can expand branches several ways:

- From the View menu, click Expand Branch
- Click the Expand Branch button on the toolbar
- Press Shift + F5
- Double-click the name of the collapsed access level

You can collapse branches several ways:

- From the View menu, click Collapse Branch
- Click the Collapse Branch button on the toolbar
- Press Shift + F7
- Double-click the name of the expanded access level

You can expand the entire tree in one step using any of the following methods:

- From the View menu, click Expand Tree

Technical Manuals Online! - http://www.tech-man.com

- Click the Expand Tree button on the toolbar
- Press Shift + F6

You can collapse the entire tree in one step using any of the following methods:

- From the View menu, click Collapse Tree
- Click the Collapse Tree button on the toolbar
- Press Shift + F8

Technical Manuals Online! - http://www.tech-man.com

Setting KPDISP privileges

The Keypad Display (KPDISP) is a control and display module used in security and fire alarm systems. It includes an LCD display and a telephone-type keypad. The KPDISP is menu-driven, and lets the system user:

- Arm and disarm partitions
- Review off-normal points
- Bypass or disable points
- Execute fire alarm and security panel commands

If your system uses KPDISP modules, they are displayed in your access level tree. KPDISPs can be displayed within buildings or within partitions.

Your integrated system installer defines where each KPDISP appears when he configures your system. A KPDISP appears within its building if it is configured to permit fire alarm command privileges. A KPDISP also appears in each partition for which it is configured to permit security privileges.

KPDISP security privileges

A KPDISP can be assigned to one or more partitions. Security settings define which functions a KPDISP can perform for each partition.

Each KPDISP has four security privileges:

- Arm away
- Arm stay
- Bypass and disable
- Disarm

Note: If no privileges have been set for the keypad, it is displayed with a red X.

Arm away privilege

Security systems distinguish two types of arming: arm stay and arm away. A KPDISP with arm away privileges allows users to arm the partition so the system monitors all perimeter and interior devices in the partition.

Arm stay privilege

A KPDISP with arm stay privileges allows users to arm the partition so the system monitors the perimeter devices (door and window opening detectors) but ignores the interior detectors (motion detectors). This protects the site, but lets you move about freely inside.

Technical Manuals Online! - http://www.tech-man.com

Bypass and disable privilege

You can not arm a partition when devices in the partition are in an active state. Normally, you would check the devices, return them to their normal condition, and then repeat the arming process. For example, you may need to close a door that was left ajar or clear obstructions from the path of an infrared detection beam.

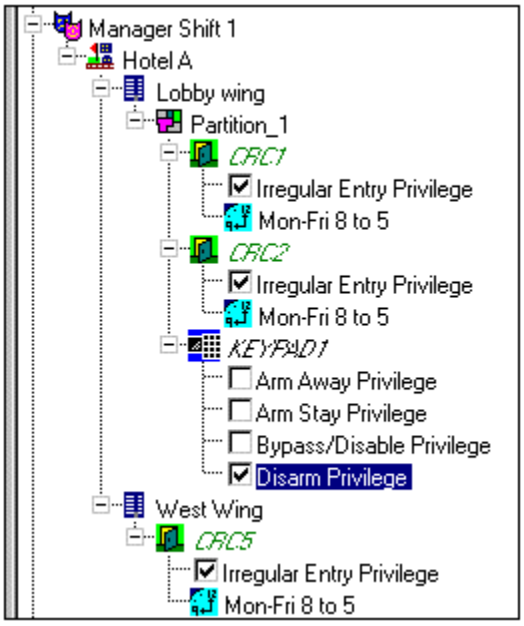
If the alarmed device can not be returned to its normal state, then it may be necessary to bypass the broken device. This lets you arm the partition and gain a reduced level of security.

When a device is bypassed, the system ignores its alarm events but continues to monitor other events.

Caution: Bypassing devices reduces the security of your site. You should consider bypassing a device only when it is unavoidable. You should consider the bypass as a temporary measure and make every effort to get the device repaired and back in service as soon as possible.

Disarm privilege

A KPDISP with disarm privileges allows users to disarm a partition with the keypad. When you disarm a partition, you are advising the system to stop monitoring devices in the partition for security alarm events.



A keypad display (KPDISP) with disarm privileges for Partition 1

Technical Manuals Online! - http://www.tech-man.com

KPDISP fire alarm privileges

When a KPDISP is configured to allow fire alarm command privileges, it appears within its building. This lets you set fire alarm privileges for the access level. The fire alarm privileges for the KPDISP are:

- Disable
- Reset and alarm silence
- Panel silence

Disable privilege

The fire alarm disable privilege allows a user to disable a fire alarm device from a keypad.

Reset and alarm silence privileges

The fire alarm reset and alarm silence privilege allows the user to reset a fire alarm system or silence the audible devices in an alarm mode. This privilege is the same as pushing the corresponding buttons on the fire alarm panel.

Panel silence privilege

The fire alarm panel silence privilege allows the cardholder to silence a fire alarm panel from a keypad. This privilege is the same as pushing the Panel Silence button on the fire alarm panel.

Setting KPDISP privileges

To set KPDISP privileges:

1. Check or clear the desired privilege check boxes for the KPDISP.
2. Save the access level record.

Setting KPDISP privileges for multiple KPDISPs

You can save time by granting KPDISP privileges to multiple devices in a single process. The Set Access Level Privilege command assigns all the KPDISPs within the selected item the same KPDISP privileges.

To set KPDISP privileges to multiple KPDISPs:

1. Select the access level, site, building, partition, or KPDISPs.

   All KPDISPs within the selected item are granted the privileges you specified.
2. From the Action menu, click Set Access Level Privilege or click the Set Access Level Privilege button on the toolbar.
3. Click the KPDISP privilege you want to set.

Technical Manuals Online! - http://www.tech-man.com

4. Click Yes to grant the KPDISP privilege.
5. Save the access level record.

Removing KPDISP privileges

Just as a KPDISP privilege can be added, it can also be removed.

You can also remove the privilege by simply clicking the check box of the privilege at each KPDISP, removing the check.

To remove KPDISP privileges:

1. Select the access level, site, building, partition, or KPDISPs that need to have privileges removed.

   All KPDISPs under the selected item will have privileges removed.
2. From the Action menu, click Reset Access Level Privilege, or click the Reset Access Level Privilege button on the toolbar.
3. Click the KPDISP privilege you want to remove.
4. Click Yes to confirm and remove the KPDISP privilege.
5. Save the access level record.

Technical Manuals Online! - http://www.tech-man.com

Deleting an access level

At some point, the need may arise to delete an access level.

Example: If an access level required a large number of changes, you might find it easier to delete that access level entirely and create a new access level.

Note: You can not delete an access level currently assigned to any cardholders. If the access level is assigned to any cardholders, you must reassign those cardholders to a different access level before proceeding.

To delete an access level:

1. Select the access level you want to delete.
2. From the File menu, click Delete or click the Delete button on the toolbar.
3. Click Yes to delete the access level.

   The access level state changes to Pending Deletion.
4. From the File menu, click Send Changes or click the Send Changes button on the toolbar.

   This downloads the database to your access control system.

Tip: Press Alt + F, D to delete an access level.

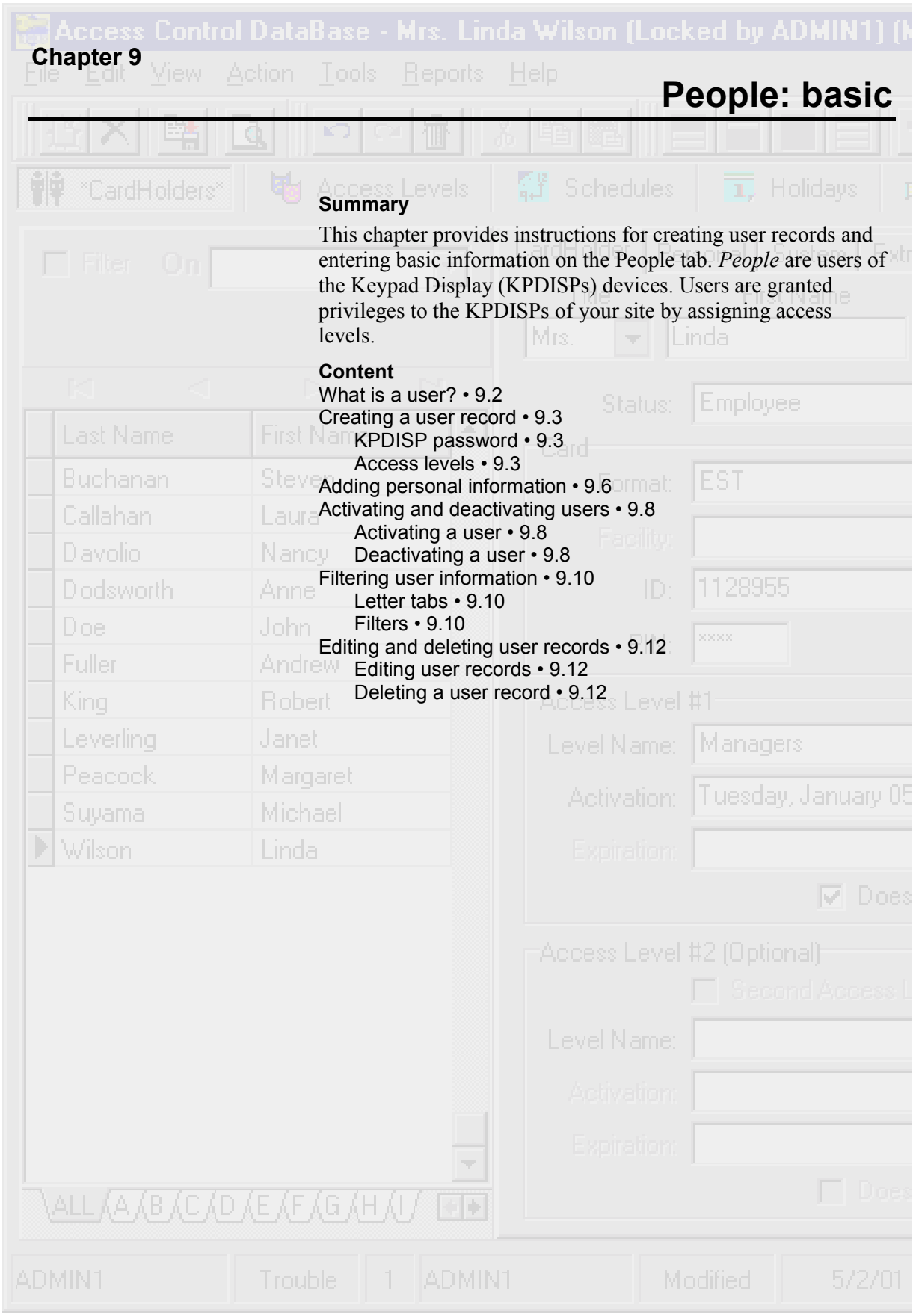
After the download, the system changes the access level's state to Deleted. When you exit from and restart the KDC, the deleted access level is no longer present.

Technical Manuals Online! - http://www.tech-man.com

Technical Manuals Online! - http://www.tech-man.com

Chapter 9

People: basic



Summary

This chapter provides instructions for creating user records and entering basic information on the People tab. *People* are users of the Keypad Display (KPDISPs) devices. Users are granted privileges to the KPDISPs of your site by assigning access levels.

Content

What is a user? • 9.2
Creating a user record • 9.3
    KPDISP password • 9.3
    Access levels • 9.3
Adding personal information • 9.6
Activating and deactivating users • 9.8
    Activating a user • 9.8
    Deactivating a user • 9.8
Filtering user information • 9.10
    Letter tabs • 9.10
    Filters • 9.10
Editing and deleting user records • 9.12
    Editing user records • 9.12
    Deleting a user record • 9.12

Technical Manuals Online! - http://www.tech-man.com

What is a user?

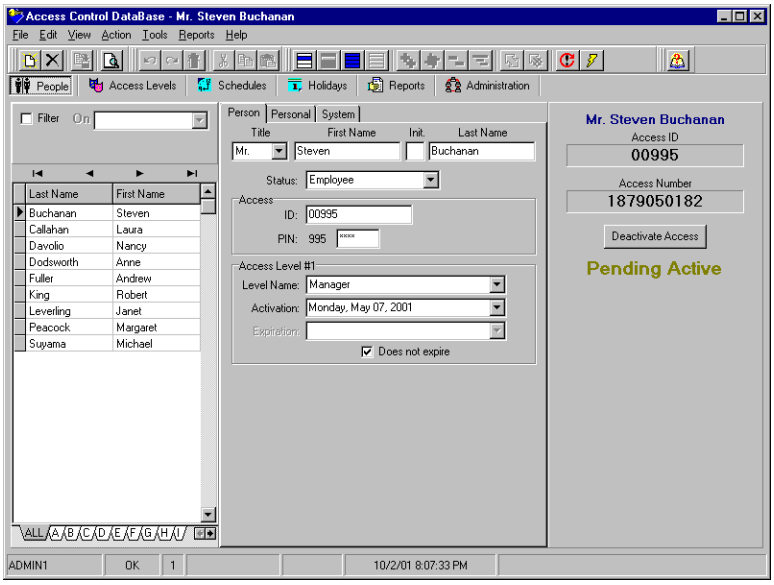
The People tab is where you create records and assigned access levels for users of the KPDISPs. A user is any person to whom you assign an access level that gives privileges to KPDISPs. The user record is then downloaded to the KPDISPs of your system.

Each user can be assigned different levels of privileges. Access levels are customized according to site specifications.

Technical Manuals Online! - http://www.tech-man.com

Creating a user record

A user record must be created and defined before you can grant privileges. All user information is entered via the People tab. The People tab has several sub-tabs that are used to define specific information.



People tab

Name

The first fields in a user record are the user's full name. The title (Mr., Mrs., Ms, or Miss) is optional.

Status

All users of the KDC should have the status of Employee. Do not use Visitor or Visitor Requiring Escort. Visitor or Visitor Requiring Escort are used for access control and not security or fire.

KPDISP password

To gain access to any KPDISP, a user record must contain an access ID and a PIN number. The password to log on to a KPDISP consists of seven digits. The password consists of the last three digits of the access ID plus the four-digit PIN number.

Access levels

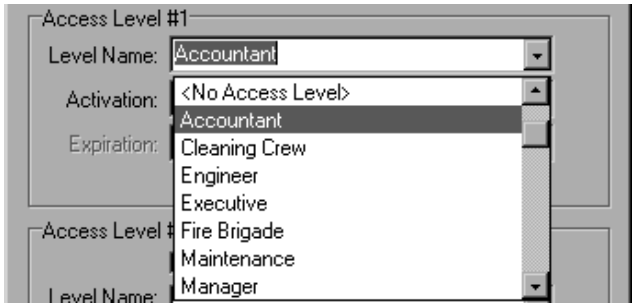
An access level defines access privileges for user groups. Properties of an access level consist of the following:

Technical Manuals Online! - http://www.tech-man.com

- Security privileges for KPDISPs
- Fire alarm privileges for KPDISPs

Normally you give each access level a name based on the job function of a group of users. User groups that need different access privileges are assigned a different access level.

An access level defines what privileges a user has at each KPDISP.



The Access Level #1 list contains all the access levels you created earlier, using the Access Level tab

Level name

User privileges are determined by assigning the appropriate access levels.

Note: Access levels must be created before you can assign them.

Activation date

An activation date is required for each access level you assign. The default is the current date, but if you need to delay activation for any reason, you can select a future date and the system denies access until that date.

Expiration date

In some cases an expiration date is required. An expiration date is used to deactivate a user's privileges at a site.

You can enter activation and expiration dates by selecting them from the calendar tool that opens when you click the list pull-down arrow. You can edit dates using this tool, or by typing in the list box.

To create a new user:

1. Click the People tab.
2. From the File menu, click New or click the New button on the toolbar.
3. Select the appropriate title.

Tip: Press Alt + F, N to create a new user.

Technical Manuals Online! - http://www.tech-man.com

4. Type the name of the user.
5. Select the user's status as Employee.
6. Type the Access ID.
7. Type a four digit PIN number for the user.
8. In Access Level #1, select an access level for the user.
9. Select an activation date.
10. If the user's access level needs to have an expiration date, clear the Does not expire check box and select an expiration date.
11 Save the user record.

Tip: You can press the Tab key on the keyboard to move from field to field within the People tab.

Technical Manuals Online! - http://www.tech-man.com

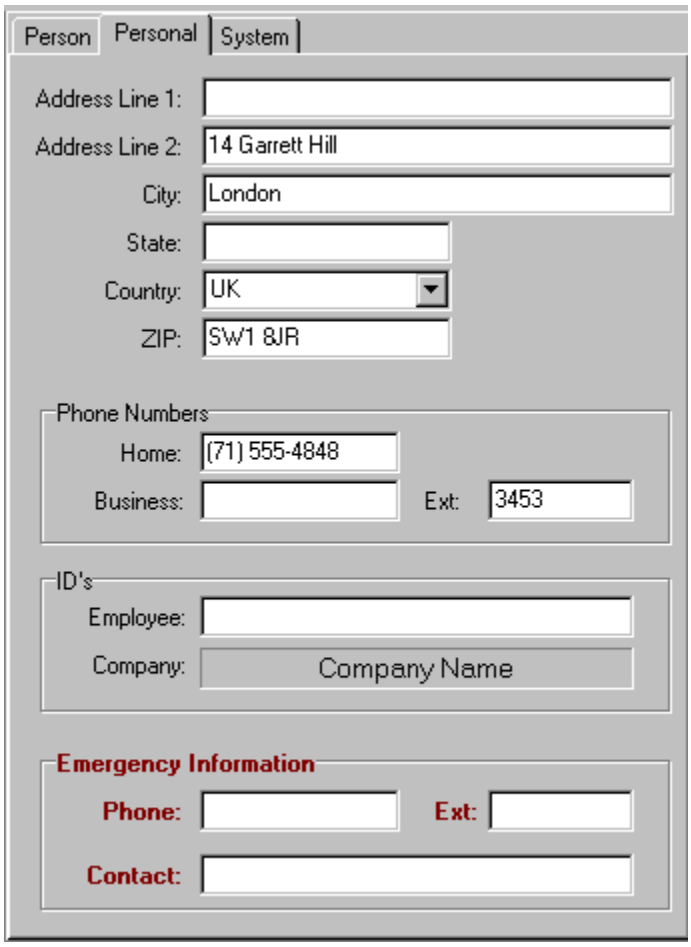
Adding personal information

Information can be added to a user's record. This information has no bearing on the user's privileges. You can use the Personal tab to store information for easy access.

Note: Remember, entering personal information is optional. These are not required fields, but they can be useful in various applications.

The additional information you enter depends on your site security manager's requirements. Personal information can include an address, telephone number, and emergency contact information.

This information is fully searchable. Reports can be compiled from the information to create comprehensive listings of employee contact information.



Users' personal information tab

Technical Manuals Online! - http://www.tech-man.com

To enter personal information:

1. From the left pane, select the user for whom you want to enter personal information.
2. Click the Personal tab.
3. Type the address.
4. Type the city.
5. Select the country.
6. Type the ZIP code.
7. Type the home and business phone numbers and extension.
8. Type the employee ID.
9. Type the emergency telephone number, extension, and contact information.
10. Save the record.

Technical Manuals Online! - http://www.tech-man.com

Activating and deactivating users

Activating a user

After all of the user information has been entered, the user must be activated before the record can be downloaded to your system. When information is sent to the KPDISPs, only pending active users are downloaded. Users are not recognized by the system until they have been downloaded to the KPDISPs.

Note: Only users with an access ID, PIN number, and access level can be activated.

An inactive user

To activate a user:

1. In the left pane, select the user you want to activate.
2. Click the Activate Card button.
3. Save the record.

The status of the user record changes from Inactive to Pending Active indicating that the information is now ready to be downloaded to the hardware of your system.

It is recommended that no more than 1000 users be activated and downloaded at any one time.

Note: Data that is saved is not active until it is downloaded to the KPDISPs. See Chapter 3: *Basic operations* for information about downloading.

Tip: By using the multi-select toolbar buttons or the multi-select action menu items, you can select multiple users for activating or deactivating. All selected users can be activated or deactivated at one time.

Deactivating a user

Any active user can be deactivated. A deactivated user does not have any privileges. A user that is made inactive is removed from your hardware (KPDISPs), but not from the database.

Technical Manuals Online! - http://www.tech-man.com

To deactivate a user:

1. In the left pane, select the user you want to deactivate.
2. Click the Deactivate Card button.
3. Save the record.

The status of the user record changes from Active or Pending Active to Pending Inactive, indicating that the information is now ready to be downloaded to the KPDISPs. The user is not deactivated until the information is downloaded.

Technical Manuals Online! - http://www.tech-man.com

Filtering user information

The KDC includes two methods for filtering and selecting records. These are the Filter check box, and the letter tabs.

To locate information more precisely, you can use both the letter tabs and filters while searching for user information.

Letter tabs

The simplest method is to use the letter tabs at the bottom of the selection list. These tabs let you display only those records beginning with the letter you select.

Filters

You can show specific users by applying various filters to the list. To apply a filter, you select a field from the On list, then specify a value for that field. All records matching the specified value are displayed. The values entered are not case sensitive.

You can filter on several different fields

Filter	Definition
Access Level	Access Level filters show users that match the specified level of access
Active?	Active filters show users that match the specified status (active, pending active, etc.)
Card ID	Card ID filters show the user that matches the specified card ID
Last Name	Last Name filters show users that match the last name specified.
Address	Address filters show users that match the specified address. The address information must be typed exactly as it appears in the database.

Technical Manuals Online! - http://www.tech-man.com

Filter	Definition
City	City filters show users that match the specified city
State/Province	State/Province filters show users that match the specified state or province
ZIP/Postal Code	ZIP/Postal Code filters show users that match the specified ZIP or postal code
Status	Status filters show the users that match the specified status (Employee, Visitor, or Visitor requiring Escort)
No Expiry	No Expiry filters show users that match the specified value for the Does not expire field. True shows users that have no expiration date, and false shows users that have an expiration date.

To apply a filter:

1. At the top of the name list in the left pane, check the Filter check box.
2. In the On list, select the desired filter.
3. In the field below, select or type the desired value.

Records that meet the filtered criteria are shown in the left pane.

Technical Manuals Online! - http://www.tech-man.com

Editing and deleting user records

Editing user records

There are many reasons why you would need to edit user. They may need to have their access level changed or may need to be issued a new access ID. Be sure to save your changes after you have completed the modifications.

Tip: By using the multi-select toolbar buttons or the multi-select action menu items, you can select multiple users for editing and deleting. All selected users can be edited or deleted at one time. Only limited editing functionality is available when selecting multiple users.

Note: Editing a user locks the selected record in the user list. Current changes must be saved to release that record and allow additional records to be edited.

Deleting a user record

You can delete user records from the database at any time.

Note: Deleting a user does not immediately deny access for that individual. The deletion must be downloaded to the KPDISPs before the changes will take place.

To delete a user record:

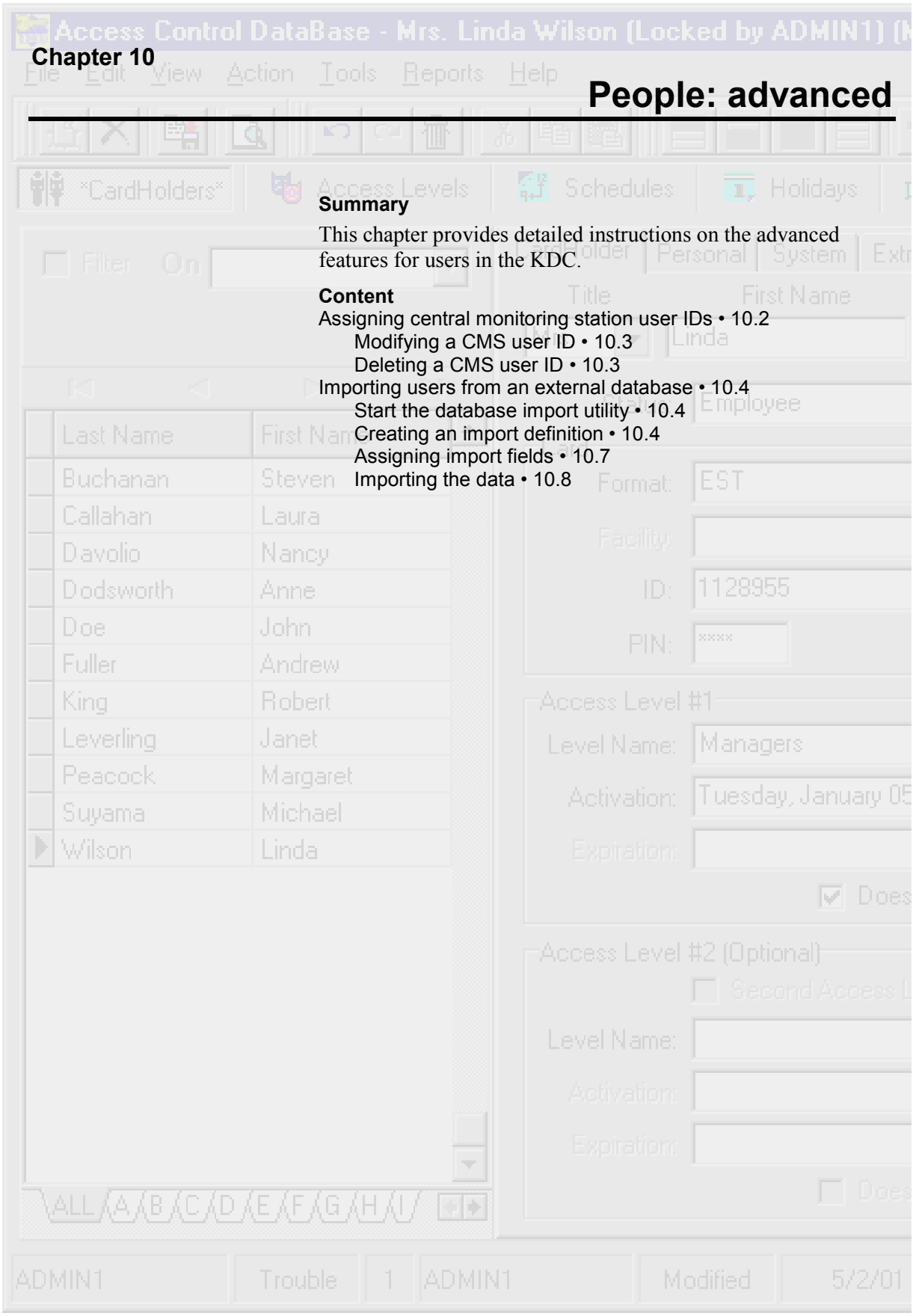
Tip: Press Alt + F, D to delete a user.

1. In the left pane, select the record you want to delete.
2. From the File menu click Delete or click the Delete button on the toolbar.
3. Click Yes to delete the record.

Technical Manuals Online! - http://www.tech-man.com

Chapter 10

People: advanced



Summary

This chapter provides detailed instructions on the advanced features for users in the KDC.

Content

Assigning central monitoring station user IDs • 10.2
- Modifying a CMS user ID • 10.3
- Deleting a CMS user ID • 10.3

Importing users from an external database • 10.4
- Start the database import utility • 10.4
- Creating an import definition • 10.4
- Assigning import fields • 10.7
- Importing the data • 10.8

Technical Manuals Online! - http://www.tech-man.com

Assigning central monitoring station user IDs

When an access event is reported to a central monitoring station (CMS), the CMS uses the assigned user ID to identify the individual that created the event.

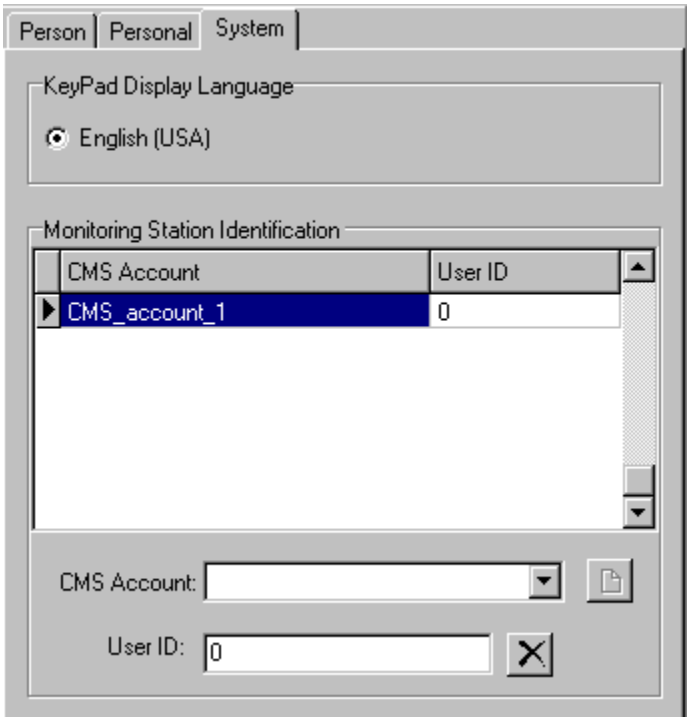
Your site may report events to several CMSs or alpha numeric pagers. An individual can have multiple CMS user IDs, but each ID must be unique for a given CMS account.

The People > System tab lets you assign a CMS user ID to an individual. A user can have up to three assigned user ID numbers.

Each CMS has an account for your company. The CMS accounts are created by your installer and imported with your RP file. You can have multiple CMS accounts and a corresponding CMS user ID for each user.

After assigning CMS user IDs to all individuals, you need to run the User ID Translation Report and send it to the CMS. See Chapter 11: *Reports* for more information on the User ID Translation Report.

Note: To use a CMS account, it requires coordination between the KDC and the integrated system. Contact your installer for further information.



The People > System tab lets you assign CMS user ID numbers to individual users

Technical Manuals Online! - http://www.tech-man.com

To assign a CMS user ID:

1. Click the People > System tab.
2. In the left pane, select the user to whom you want to assign a CMS user ID.
3. In the CMS Account list, select the CMS account for which you want to assign a user ID.
4. Click the New button next to the CMS Account field.

   The KDC assigns the next available CMS user ID number to the individual.
5. Save the record.

Note: If all CMS user IDs have been assigned, the KDC will create groups of users, sharing the same user ID.

Modifying a CMS user ID

You can modify a CMS user ID. After you modify the user ID, be sure to notify the CMS of the new user ID. You may want to send a copy of the User ID Translation Report.

If the CMS user ID is already used by another individual, the KDC displays a message. Choose another user ID that is not in use.

To modify a CMS user ID:

1. Click the People > System tab.
2. In the left pane, select the user whose CMS user ID you want to modify.
3. In User ID, type the new ID.
4. Save the record.

Deleting a CMS user ID

If your company switches CMS accounts or no longer wishes to use a CMS account, the CMS user ID for that account can be deleted from a record.

To delete a CMS user ID:

1. Click the People > System tab.
2. In the left pane, select the user from whom you wish to delete a CMS user ID.
3. Click the Delete button next to the User ID field.

   The KDC removes the CMS account and user ID.
4. Save the record.

Technical Manuals Online! - http://www.tech-man.com

Importing users from an external database

The KDC lets you import users from an external source. You may already have individuals entered into a card access or human resource program. Rather than having to reenter the information into the KDC, you can move data from an external database to the KDC database. This offers a huge saving in time and resources when first setting up your system.

The database import utility lets you match fields from your existing database to fields in the KDC. You can import files from any OLE DB Providers installed on your PC.

Note: Importing data from an external source is an advanced procedure, which requires knowledge of Open Database Connectivity (ODBC). Consult with your company's IT professional about ODBC issues.

The procedures that follow are based on the import of a Microsoft Access database. In general, you will follow these steps to import user data:

1. Start the database import utility.
2. Create an import definition.
3. Assign import fields.
4. Import the data.

Start the database import utility

All import procedures start from the Database Import Utility dialog box. All the procedures described below start and end at this dialog box.

To start the database import utility:

- Click File > Import > External Card Holders

Creating an import definition

Before you can import a database, you must create an import definition for the external database. The import definition defines what type of data is being imported and where the file is located. It also lets you select the database table you want to import.

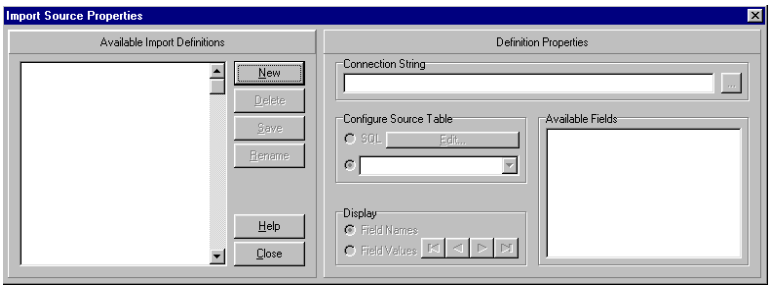
You can create multiple import definitions for external databases. This can be from the same database or different databases.

You will follow these steps to create an import definition:

1. Create a new import definition.
2. Create a connection string.

Technical Manuals Online! - http://www.tech-man.com

3. Select the database table to import.



The Import Source Properties dialog box defines what type of data is being imported and where the file is located

Creating a new import definition

To create a new import definition:

1. In the Database Import Utility dialog box, click Source.
2. Click New.
3. Type a name for the import definition.
4. Click OK.

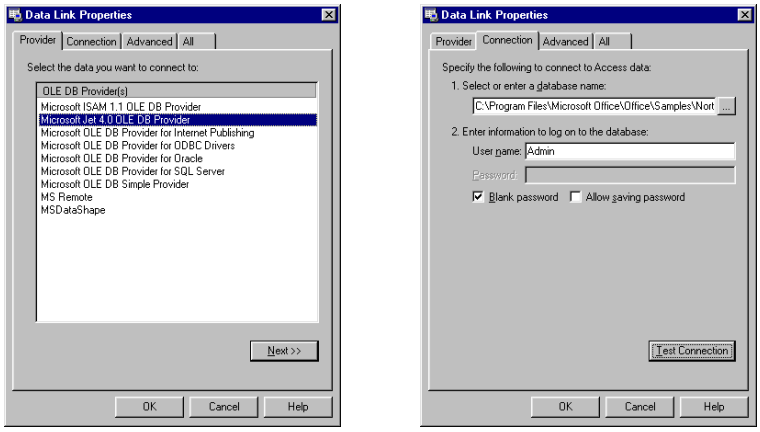
Creating a connection string

The connection string identifies the source database you want to import. By clicking the Browse button (...), you open the Data Link Properties dialog box. The Data Link Properties dialog box shows the OLE DB providers that are installed on your PC. For more information, click the help button in the Data Link Properties dialog box.

Example: If your existing database is a Microsoft Access file (file extension: MDB), then you will use the Microsoft Jet 4.0 OLE DB Provider. On the Connection tab, identify where your Microsoft Access database file is located and any log on information for the file.

Note: The following dialog boxes represent the example given. Your dialog boxes may vary depending on your system and on the database provider chosen.

Technical Manuals Online! - http://www.tech-man.com



Typical Data Link Properties dialog boxes for Microsoft Access

To create a connection string:

1. In the Connection String group, click the Browse button (...).
2. Select the OLE DB Provider for your external database.
3. Click Next.
4. Fill in the Connection tab information.

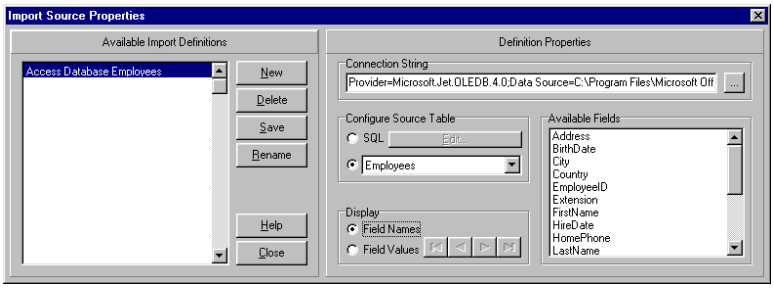
   Note: This dialog box varies according to which OLE DB Provider you have selected.
5. Click OK.

Selecting the database table to import

Once you have established the connection string for the external database, you need to select a specific table from the database. This table contains the data you want to import into the KDC. Controls in the Configure Source Table group let you select any of the tables from the database or write an SQL statement.

Once you select the table from the database, the system displays the field names or the field values of the table. The field names or field values are displayed in the Available Fields list. This makes it easy to verify that you have selected the correct table for import. The field values are the actual data that the fields contain. If the field names and values do not appear to be the data you want to import, the source table may not be correct. Use the Configure Source Table controls to select the correct table.

Technical Manuals Online! - http://www.tech-man.com



After creating a connection string, you select a database table. The system displays the fields in the table.

To select the database table:

1. In the Configure Source Table group, click SQL to create a query, or click the list box to select a table.
2. If you clicked SQL, click Edit and write the SQL Statement.

   If you clicked the selection list, select the table you want to import the data from.
3. In the Display group, click Field Names and verify that the fields are the fields you want to import. The fields are displayed in the Available Fields list.

   Note: The fields displayed are the fields available for import. You decide which fields are actually imported in the step *Assigning fields to the KDC database,* shown below.
4. In Display group, click Field Values and verify that the fields contain the data you want to import.

   Note: You can scroll through different records by clicking the forward and backward arrow buttons. The data is displayed in the Available Fields list.
5. Click Save to save your import definition.
6. Click Close to close Import Source Properties dialog box.

The system returns you to the Database Import Utility dialog box for the next step in the process.

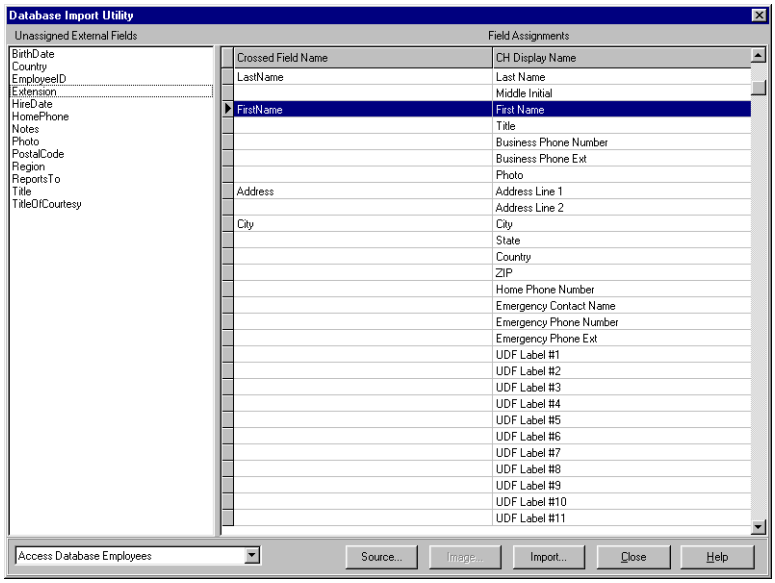
Assigning import fields

The Database Import Utility dialog box lets you select which fields you want to import and where you would like the data to be stored in the user records.

After you select an import definition, the fields from the external database are displayed in the Unassigned External Fields column on the left. Each of these fields can be dragged to the Crossed Field Name column. Drag the field to the corresponding row in

Technical Manuals Online! - http://www.tech-man.com

the CH Display Name column. This is where the imported field will be stored and displayed in the KDC.



You control which data is imported and where by clicking and dragging the external fields to the crossed field name column

To assign import fields:

1. From the bottom left list, select the import definition you want to use.
2. From the Unassigned External Fields list, drag each field you want to import into the Crossed Field Name column. Place it beside the CH Display Name (KDC field) in which the data should be stored.

   Note: The CH Display Name is where the imported data will be stored in the KDC. Not all fields need to be dragged from the Unassigned External Fields column to the Crossed Field Name column. Only drag the fields you want to import into the KDC.

Importing the data

Once you have created your import definition and assigned your fields, you are ready to import the external data into the user records. Clicking Import in the Database Import dialog box opens the Cardholder Import dialog box.

The Cardholder Import dialog box requires the configuration of two import options. First, you must specify how the system handles import records that match existing records in the KDC.

Technical Manuals Online! - http://www.tech-man.com

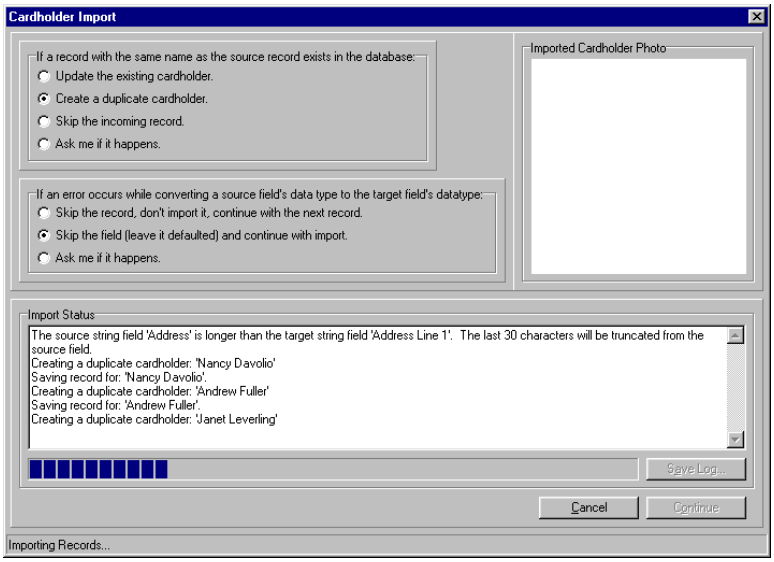
Second, you must specify how the system mismatches between the format of import fields and KDC fields.

The Start button in the Cardholder Import dialog box changes its name as the import proceeds.

After you click the Start button, if the database import utility detects possible import problems, it displays appropriate messages in the Import Status list. Review the warning messages and save them if you wish. The Start button changes to the Continue button.

Clicking the Continue button resumes the import of the external data. As the data is being imported, the status is displayed in Import Status.

After importing the last record, the Start or Continue button becomes a Done button. Clicking Done closes the Cardholder Import dialog box. Clicking Close in the Database Import Utility dialog box returns you to the KDC. The newly imported users are displayed in the People tab.


Cardholder Import
If a record with the same name as the source record exists in the database:
Update the existing cardholder.
Create a duplicate cardholder.
Skip the incoming record.
Ask me if it happens.
Imported Cardholder Photo
If an error occurs while converting a source field's data type to the target field's datatype:
Skip the record, don't import it, continue with the next record.
Skip the field (leave it defaulted) and continue with import.
Ask me if it happens.
Import Status
The source string field 'Address' is longer than the target string field 'Address Line 1'. The last 30 characters will be truncated from the source field.
Creating a duplicate cardholder: 'Nancy Davolio'
Saving record for: 'Nancy Davolio'.
Creating a duplicate cardholder: 'Andrew Fuller'
Saving record for: 'Andrew Fuller'.
Creating a duplicate cardholder: 'Janet Leverling'
Save Log...
Cancel
Continue
Importing Records...

The Cardholder Import dialog box

To import the data:

1. From the Database Import Utility dialog box, click Import.
2. In the cardholder import groups, click the radio buttons that indicate your preferences.
3. Click Start.
4. Acknowledge any warning messages. If you want to save the warnings, click the Save Log button.

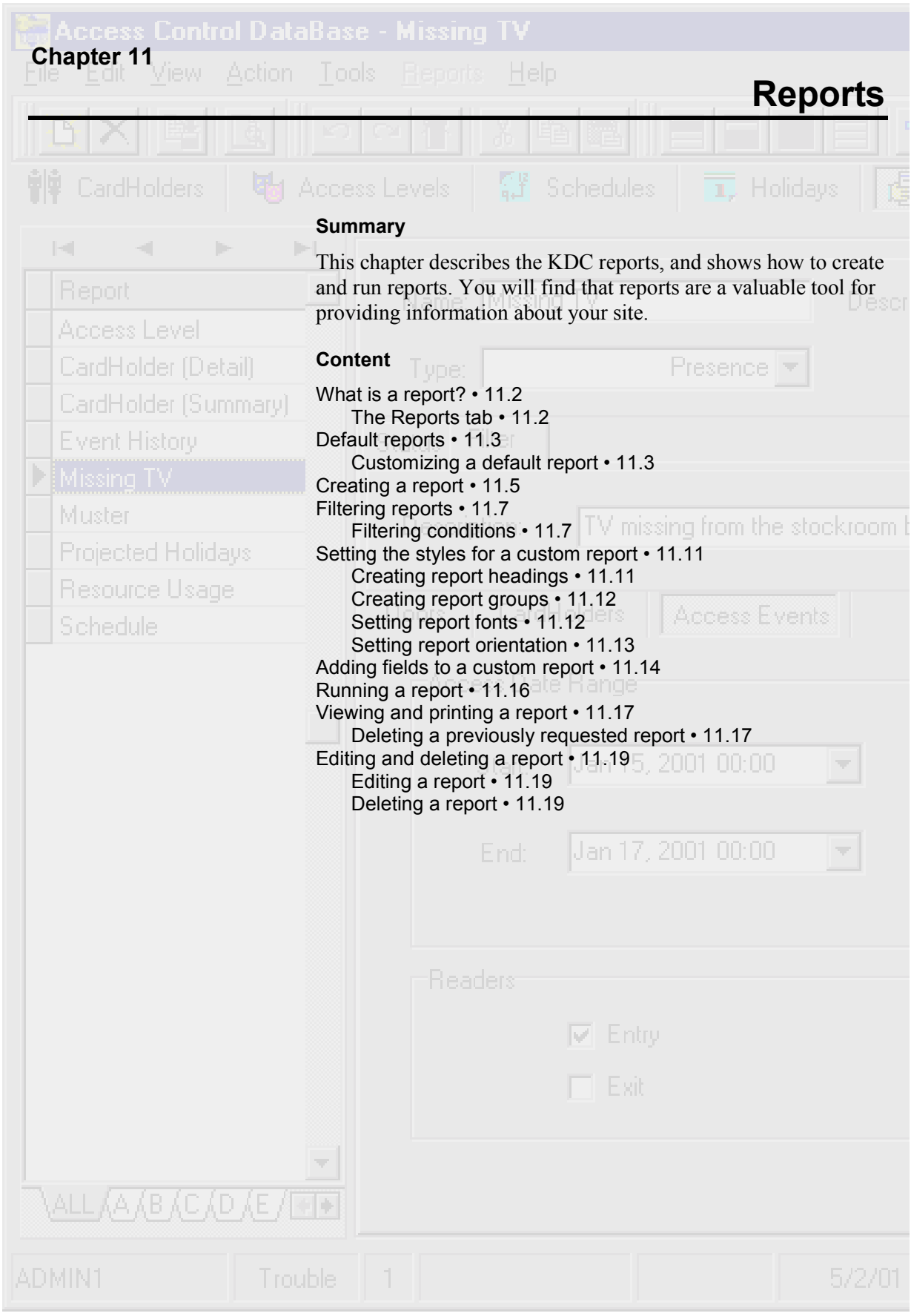
Technical Manuals Online! - http://www.tech-man.com

5. After acknowledging any warning messages, click Continue to resume the import.
6. Click Done.
7. Click Close.

Technical Manuals Online! - http://www.tech-man.com

Chapter 11

Reports



Summary

This chapter describes the KDC reports, and shows how to create and run reports. You will find that reports are a valuable tool for providing information about your site.

Content

What is a report? • 11.2
- The Reports tab • 11.2

Default reports • 11.3
- Customizing a default report • 11.3

Creating a report • 11.5

Filtering reports • 11.7
- Filtering conditions • 11.7

Setting the styles for a custom report • 11.11
- Creating report headings • 11.11
- Creating report groups • 11.12
- Setting report fonts • 11.12
- Setting report orientation • 11.13

Adding fields to a custom report • 11.14

Running a report • 11.16

Viewing and printing a report • 11.17
- Deleting a previously requested report • 11.17

Editing and deleting a report • 11.19
- Editing a report • 11.19
- Deleting a report • 11.19

Technical Manuals Online! - http://www.tech-man.com

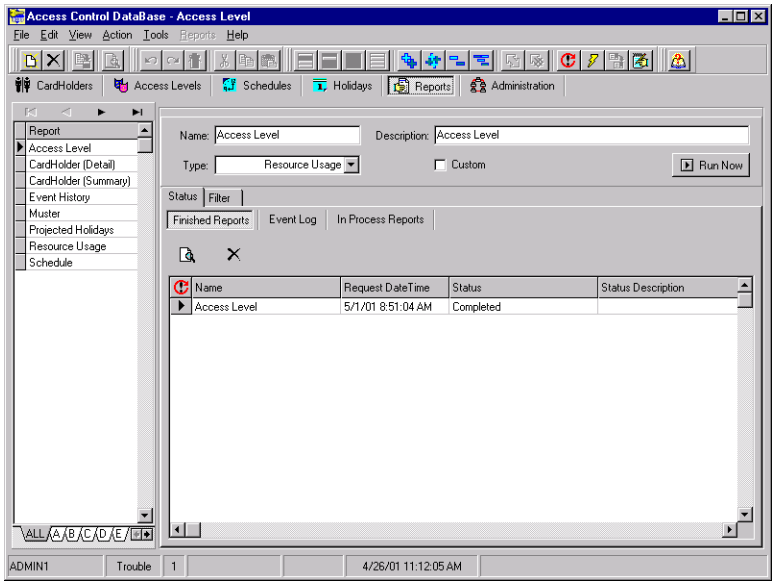
What is a report?

A report is information that is gathered about your KDC database, then displayed in a preview format. Reports use data from the KDC database. They can include information that is stored about KPDISP users, access levels, or CMS user IDs.

The Reports tab

The Reports tab lets you select and run default reports, customize default reports, and create new custom reports.

The Report list in the left pane shows the default reports provided with the KDC. The name, description, and type of each report are shown at the top of the right pane. Various sub-tabs in the right pane let you create and customize reports.



The Reports tab lets you run reports on database information

Technical Manuals Online! - http://www.tech-man.com

Default reports

The KDC has several predefined or default reports. You can use the default reports as they are, customize them, or create new custom reports. The default reports are listed below.

Default report	Description
Access Level	Provides a detailed look at the access levels defined in the KDC
Cardholder (Detail)	Provides a detailed report on each user of the KPDISPs **Note:** Cardholder refers to records in the People tab
Cardholder (Summary)	Provides a summary report on each user of the KPDISPs **Note:** Cardholder refers to records in the People tab
Event History	Not used for keypad display configuration
Modcom User ID Translation	Provides a report on each user's central monitoring station (CMS) user ID
Muster	Not used for keypad display configuration
Projected Holidays	Not used for keypad display configuration
Resource Usage	This report shows the number of resources (users and CMS user IDs) assigned and the maximum number allowed for each KPDISP
Schedule	Not used for keypad display configuration

Customizing a default report

You can customize the following default reports.

- Cardholder (Detail)
- Cardholder (Summary)

The custom check box on these reports allows additional configuration of the reports. The Custom check box adds the Style and Fields tabs to the right pane. The Style tab lets you configure the headings and fonts of the report. The Fields tab gives you full control over which database fields are included in the report. See *Filtering reports* and *Setting the styles for a report* in this chapter for further information on customizing a default report.

Technical Manuals Online! - http://www.tech-man.com

To customize a default report:

1. In the left pane, select the default report you want to customize.
2. Check the Custom check box.
3. Customize the report (as described in subsequent topics in this chapter).
4. Save the report record.

Technical Manuals Online! - http://www.tech-man.com

Creating a report

If the default reports or customized default reports do not meet your needs, an entirely new custom report can be created. All reports fall into one of the following report types.

Report type	Description
Access event history	Not used for keypad display configuration
Resource usage	Each KPDISP and MODCOM has a maximum number of resources (users and CMS user IDs) assigned to it. A resource usage report shows the number of resources assigned and the maximum allowed for each KPDISP and MODCOM.
Cardholder (detail)	The cardholder (detail) report gives a detailed report on each record in the People tab **Note:** Cardholder refers to records in the People tab
Cardholder (summary)	The cardholder (summary) report gives a summary report on each record in the People tab **Note:** Cardholder refers to records in the People tab
Projected holiday	Not used for keypad display configuration
Schedule	Not used for keypad display configuration
Access level	An access level report gives a detailed look at the access levels defined in your KDC
Modcom user ID translation	Provides a report listing each user's central monitoring station user ID
Presence	Not used for keypad display configuration
Muster	Not used for keypad display configuration
Operator	An operator report gives a detailed report on all the operators of the KDC. The report includes each operator's privileges, last login and logout, status, and other operator information.

To create a new report:

Tip: Press Alt + F, N to create a new report.

1. Click the Reports tab.
2. From the File menu, click New or click the New button on the toolbar.
3. Type a name for the report.

Technical Manuals Online! - http://www.tech-man.com

4. Type a detailed description of the report.
5. In the Type box, select the type of the report.
6. Save the report record.

Refer to *Filtering reports*, *Setting Styles for a report*, and *Adding fields to a report* in this chapter to finish customizing any report.

Technical Manuals Online! - http://www.tech-man.com

Filtering reports

Default reports, customized reports, and new reports can be filtered, using the Filter tab. Filtering lets you narrow the information provided in a report.

Not all report types have the Filter tab or all filter options. The following table shows the reports you can filter, and the sub-tabs available.

Report type	Doors	Access events	Conditions
Cardholder (detail)			X
Cardholder (summary)			X

The following report types do not allow filtering:

- Resource usage
- Access level
- Modcom user ID translation
- Operator

Filtering conditions

You can create complex selection and filtering criteria to further refine your reports. The logical statements you create on the Conditions tab limit the data included in the report.

Each statement is composed of brackets and conditions that limit the data included in your report. You can use the brackets and conditions to include or exclude data.

The filter begins with a bracket (the first bracket is provided for you). The bracket reads *Choose records where all of the following apply.* Each bracket can have one of four properties.

- All
- Any
- None
- Not all

Clicking the word *all* lets you select one of the four properties. The bracket will apply to every condition added under it.

You can add a condition by clicking on the circle to the left of the bracket. The condition is defined by clicking on the three underlined parts of the condition.

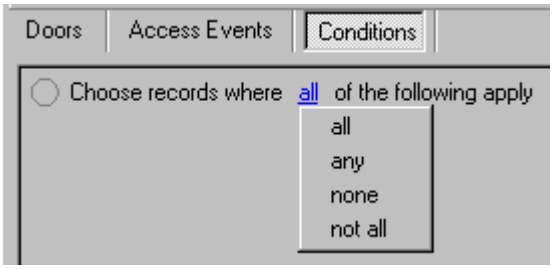
You can continue to add as many conditions and brackets as necessary.

To filter conditions for a report:

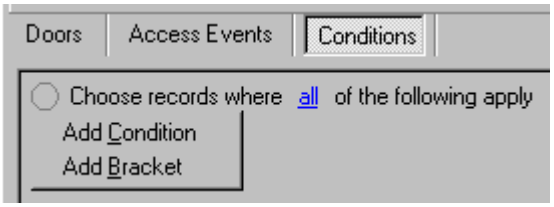
1. In the left pane, select the report you want to filter.

Technical Manuals Online! - http://www.tech-man.com

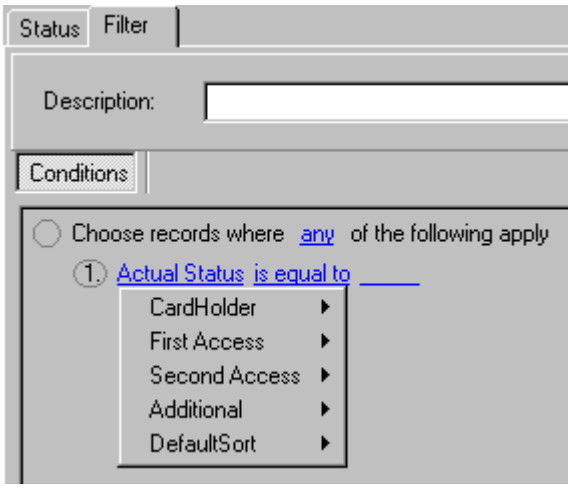
2. Click the Filter tab.
3. Click the Conditions tab.
4. Select a property of the bracket by clicking *all*. Select all, any, none, or not all.



5. Click the circle in front of the word *Choose* and select Add Condition.

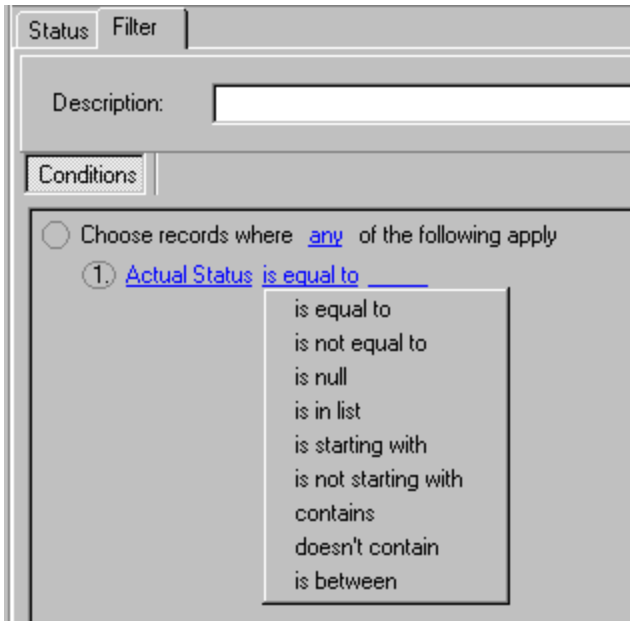


6. Click *Actual Status* (Actual Status is the default setting). Select a condition from the list.



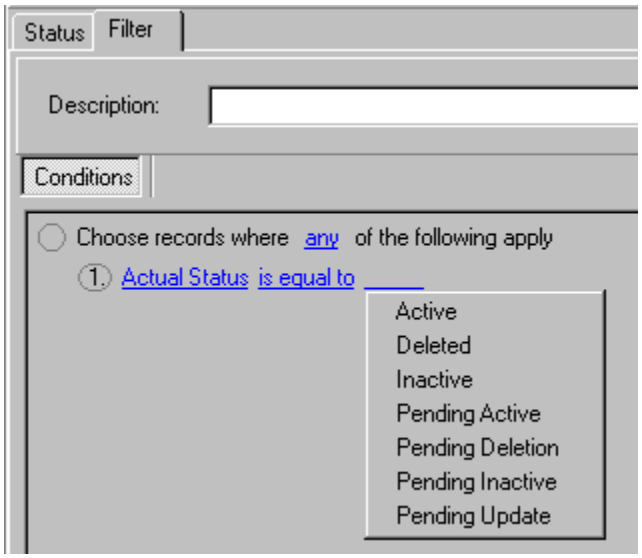
7. Click *is equal to.* Select the appropriate qualifier for the condition.

Technical Manuals Online! - http://www.tech-man.com



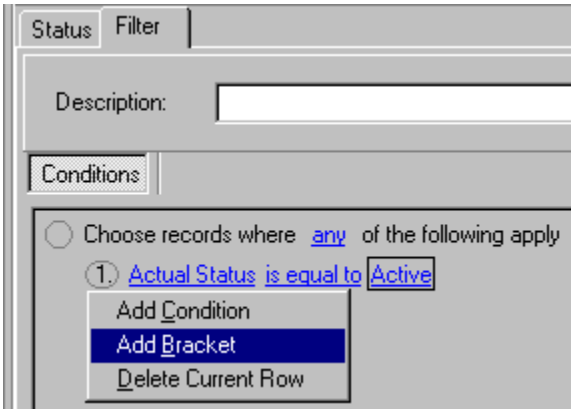
8. Click the blank line at the end of the condition, and select from the list or type the specific item of the condition.

   If a list is provided, it is displayed (as shown below). If no list is provided, a text box appears in which you can type your specific item.



9. Click the circle in front of the numbered condition and continue to add conditions or brackets as necessary.

Technical Manuals Online! - http://www.tech-man.com



This report includes all users with the status equal to Active. Additional conditions and brackets can be added or deleted.

10. Save the report record.

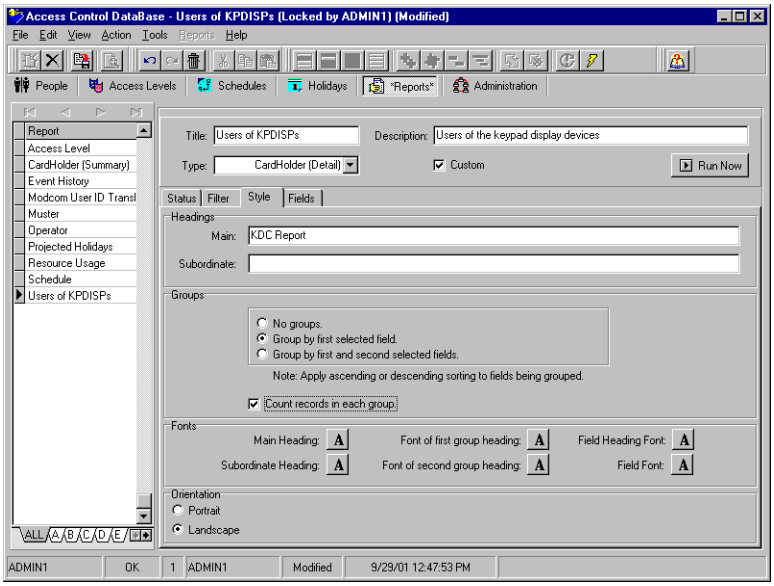
Technical Manuals Online! - http://www.tech-man.com

Setting the styles for a custom report

Styling a report lets you create headings, group data, change fonts, and change the print orientation of the report. After you create a report, you can specify the style of the report. Styles can only be set for custom reports. Styling a report includes:

- Headings
- Groups
- Fonts
- Orientation

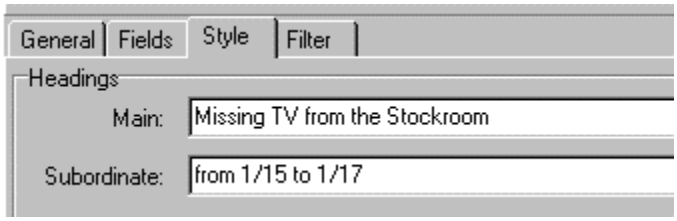
The Style tab lets you customize the look and feel of your report.



Style tab for a custom report

Creating report headings

Report headings are the headings printed on each page of your report. They include a main heading and a subordinate heading. The main heading and subordinate heading can have up to 132 characters. The main and subordinate headings are displayed at the top of the report.



Main and subordinate headings

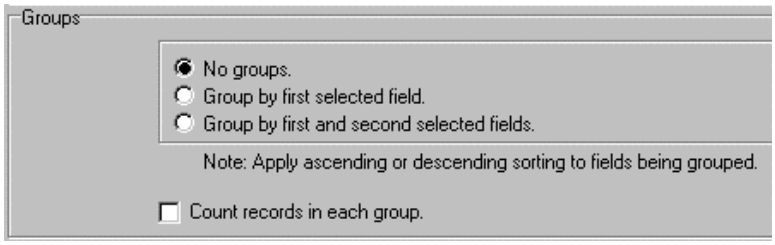
Technical Manuals Online! - http://www.tech-man.com

To create a report heading:

1. In the left pane, select the report you want to style.
2. Click the Style tab.
3. In the Headings group, type the Main heading for the report.
4. Type the Subordinate heading for the report.
5. Save the report record.

Creating report groups

You can group report records so they total and break on a change in the first or first and second fields. These fields must be sorted (either ascending or descending) using the fields tab.


Groups
No groups.
Group by first selected field.
Group by first and second selected fields.
Note: Apply ascending or descending sorting to fields being grouped.
Count records in each group.

To group a report:

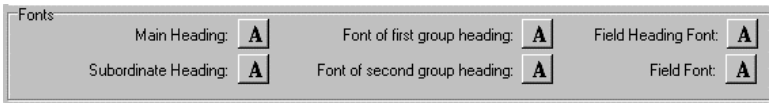
1. In the left pane, select the report you want to style.
2. Click the Style tab.
3. Under Groups, click either Group by first selected field or Group by first and second selected fields.
4. If you would like a count of each group displayed, check the Count records in each group check box.
5. Save the report record.

Setting report fonts

You can specify the fonts used in your report. Fonts can be selected for the following sections:

- Main heading
- Subordinate heading
- Font of first group heading
- Font of second group heading
- Field heading font
- Field font

Technical Manuals Online! - http://www.tech-man.com

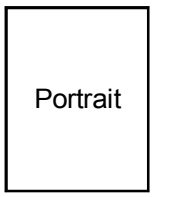


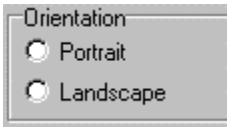
To select fonts:

1. In the left pane, select the report you want to style.
2. Click the Style tab.
3. Under Fonts, click the font button for the report component you want to style. The font dialog box opens.
4. In the font dialog box, select the font.
5. Click OK.
6. Save the report record.

Setting report orientation

You can specify the orientation of your report. Orientation determines how the report is displayed and printed. There are two orientation options, portrait and landscape. If your report has many columns, you can use the landscape option.





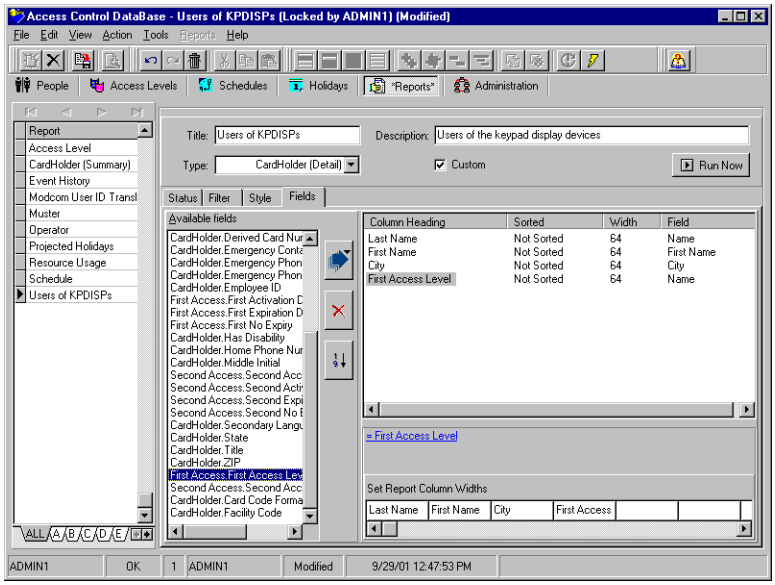
To orient a report:

1. In the left pane, select the report you want to style.
2. Click the Style tab.
3. Under Orientation, click Portrait or Landscape.
4. Save the report record.

Technical Manuals Online! - http://www.tech-man.com

Adding fields to a custom report

For a custom report, you specify which fields you want to display in the report. On the Fields tab, you move each field into your report one at a time. Once a field is moved into your report it can be sized to make sure the text in the field is displayed correctly. You can sort each field in ascending or descending order.


Access Control DataBase - Users of KPDISPs (Locked by ADMIN1) (Modified)
File Edit View Action Tools Reports Help
People Access Levels Schedules Holidays "Reports" Administration
Report
Access Level
CardHolder (Summary)
Event History
Modcom User ID Transl
Muster
Operator
Projected Holidays
Resource Usage
Schedule
Users of KPDISPs
Title: Users of KPDISPs
Description: Users of the keypad display devices
Type: CardHolder (Detail)
Custom
Run Now
Status Filter Style Fields
Available fields
Column Heading Sorted Width Field
Last Name Not Sorted 64 Name
First Name Not Sorted 64 First Name
City Not Sorted 64 City
First Access Level Not Sorted 64 Name
= First Access Level
Set Report Column Widths
Last Name First Name City First Access
ADMIN1 OK 1 ADMIN1 Modified 9/29/01 12:47:53 PM

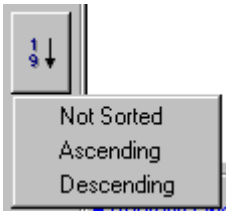
Custom reports need to have fields added to the report

To add fields to a custom report:

1. In the left pane, select the report you want to add fields to.
2. Click the Fields tab.
3. Select the field you want to include in your report and click the large right arrow to add the field. Fields must be selected and added one at a time.
4. If you want to sort a field, select the field from the right pane and click the sorting arrow. Select Not sorted, Ascending, or Descending.

   Note: Not Sorted is the default setting. The first item sorted takes priority over any items that follow.

Technical Manuals Online! - http://www.tech-man.com



5. For each of your report fields, click and drag the column width to the desired width in the Set Report Column Widths box.

   Note: This is the width of the column as it appears in your report. You may have to adjust this after running and viewing your report. If you want a column to be wider or narrower, adjust it and then run the report again.

6. Save the report record.

Technical Manuals Online! - http://www.tech-man.com

Running a report

You can run a report at any time by clicking the Run Now button. The report runs as soon as you click Run Now. As the report is running, its status can be viewed on the Status tab.

Once all the information for the report is gathered, the KDC displays a preview of the report. From the preview window the report can be reviewed, saved, and printed. All reports are stored and can be viewed from the Reports Status tab.

To run a report:

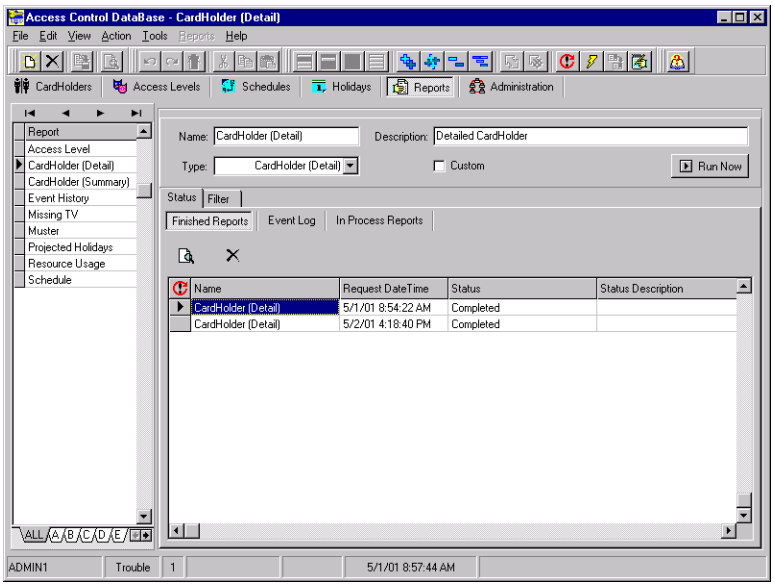
1. In the left pane of the Report tab, select the report you want to run.
2. Click the Run Now button.

The KDC displays the report for you.

Technical Manuals Online! - http://www.tech-man.com

Viewing and printing a report

Each report that you run is saved in the KDC, and listed on the Status > Finished Reports tab. This lets you review and print previously requested reports. The window displays all requests for the report. You can view these reports at any time. The display for each report shows the name of the report, date and time requested, status, status description, report ID, and request ID.



Report window showing two previously requested reports

To view and print a report:

View button

Delete button

1. In the left pane, select the report you want to view.
2. Click the Status tab.
3. Click the Finished Reports tab.
4. From the Finished Reports table, select the report you want to view.
5. Click the View button.
6. From the Preview window click the Print button.
7. Click the Close button.

Deleting a previously requested report

You can also delete a requested report by following the same steps as viewing a report and clicking the Delete button instead of the View button.

Technical Manuals Online! - http://www.tech-man.com

To delete a previously requested report:

1. In the left pane, select the report.
2. Click the Status tab.
3. Click the Finished Reports tab.
4. From the Finished Reports table, select the report you want to delete.
5. Click the Delete button.

Technical Manuals Online! - http://www.tech-man.com

Editing and deleting a report

Editing a report

Reports can be edited as needed. If a report needs a lot of editing, it may be easier to delete the report and create a new one.

To edit a report:

1. Click the Report tab.
2. In the left pane, select the report you want to edit.
3. Edit the report.
4. Save the report record.

Deleting a report

You can delete a Report at any time. It may be easier to edit the report into a new report rather than delete it and start over.

To delete a report:

1. Click the Report tab.
2. Select the report you want to delete.
3. From the File menu click Delete or click the Delete button on the toolbar.
4. Click Yes to delete.

Tip: Press Alt + F, D to delete the report.

Technical Manuals Online! - http://www.tech-man.com

Technical Manuals Online! - http://www.tech-man.com

Y

Glossary

3-SAC	*See* Security Access Control module.
access card	Any of the different types of credential that can be used in an access control system. We use *card* as a general term to refer to proximity, Wiegand pin, magnetic stripe, and smart cards.
access control	Limits access to specific areas of a site by controlling doors based on the cardholder's ID and assigned access level.
Access Control Database program	ACDB. Lets the user create and maintain a database of information about CRCs, cardholders, schedules, and access levels. The ACDB runs on the user's PC and transmits database changes by dial-up or direct connection.
access control system	Part of an integrated system intended to control access through the site doors, and thereby control access to the site.
access level	A predefined set of access or security rights and privileges for use in an electronic access control system.
ACDB	*See* Access Control Database program.
activate	To turn on or make active.
AHJ	Authority having jurisdiction.
alarm	The state of a fire alarm or security alarm device that has detected a fire or burglary condition.
anti-passback	An access control application that prevents successive use of the same card to pass through a door in the same direction. Anti-passback prevents a card from being passed back to another person for the purpose of gaining unauthorized access.
arm	Arming a partition means advising the system to monitor the devices for burglar alarm events. Conversely, when you disarm a partition, you are advising the system to stop monitoring for burglar alarm events. Note that all other types of event are monitored continuously, so as to maintain the integrity of the security system. Security systems distinguish two types of arming: arm stay and arm away.
armed away	Security systems distinguish two types of arming: arm stay and arm away. Arming *away* causes the system to monitor all devices in the partition, both perimeter and interior.
armed stay	Security systems distinguish two types of arming: arm stay and arm away. Arming *stay* causes the system to monitor the perimeter devices (door and window opening detectors) but to ignore the interior detectors (motion detectors).
away	*See* armed away.

Technical Manuals Online! - http://www.tech-man.com

badging (in or out)	A general term for the process whereby a cardholder presents credentials to a reader in order to request access into or out of a controlled area.
bypass	Devices can be bypassed or disabled. When a device is bypassed, the system ignores its alarm events, but continues to monitor other events. When a device is disabled, the system ignores all event messages from the device.
bypass time	The bypass time is the number of seconds (0 to 255) that the CRC suppresses audible annunciation and alarm notification.
card reader	Any of the different types of credential reader supported by the CRC. We use *card reader* as a general term to refer to proximity, Wiegand pin, magnetic stripe, and smart card readers, as well as readers equipped with a keypad.
Card Reader Controller module (CRC)	CRC. A module that performs card access processing decisions for a door, and grants or denies access to a cardholder. Each CRC stores a complete database and is capable of granting or denying access without external communication.
cardholder	A general term used to refer to any user of an access control system issued with a valid access card (or other access credentials). This also refers to users of a security system.
central monitoring station	CMS. A station to which alarm and supervisory signaling devices at the site transmit event messages. The central monitoring station is staffed continuously to monitor, record, and investigate alarm or trouble signals.
Central Processor module	CPU. The primary processing module for an EST3 control panel.
CMS	*See* central monitoring station.
command list	A predefined event that can be used to trigger execution of SDU rules The CRC can be programmed to transmit these to the control panel in response to certain access events. Command lists are typically used to trigger transmission of access event messages to a CMS, or to trigger activation of remote gates, CCTV, or relay modules.
common door	An access control application where a given door is used by several different companies, as in the main entrance of an office building.
company	General term for a group of end-users who use the access control or security system at the project site. Projects can include one or more companies. Generally, the resources of dedicated security and access control devices are controlled by a single company. Several companies may share the resources of common devices.
construction card	Special access cards that will work with any CRC prior to a database being downloaded.
construction mode	Before a database is downloaded to a CRC it is in construction mode. Building contractors can use specially coded

Technical Manuals Online! - http://www.tech-man.com

	construction cards for access and for testing.
control panel	An electronics cabinet housing the 3-CPU1, 3-LCD, and related modules, acting as the central controlling point for an integrated system, or as one control node of a networked, integrated system.
CPU	*See* Central Processor module.
CR	Card reader.
CRC	*See* Card Reader Controller module.
CRCXM	*See* Card Reader Controller module. This option of the CRC has extended memory and holds a larger database.
database	A file composed of records, each containing fields, together with a set of operations for searching, sorting, recombining, and other functions. In this manual, *database* often refers to the access control database that is created by the ACDB or KDC, and downloaded through the control panel to individual devices (CRCs and KPDISPs).
degraded mode	A mode of operation used when a module has lost communication with its supporting system. The CRC can operate when communication with the control panel is disrupted, providing enhanced survivability.
delayed egress	An access control application intended to control shoplifting at retail sites. A delayed egress door is fitted with card readers and a request to exit (REX) button. Employees can badge in and out as at any other door. In an emergency, customers can press the REX to unlock the door. Pressing the REX generates a security alarm but does not unlock the door immediately.
delayed egress timer	The delayed egress time defines the number of seconds that egress is delayed when a Request to Exit button with delayed egress is pressed.
device	Any detector or module. Devices are electronic sensing units that monitor an area for unwanted conditions and report those conditions to the system control panel. Devices are also referred to as points. Typical fire alarm devices are heat detectors, smoke detectors, and pull stations. Security devices include door status sensors, motion detectors, and broken glass detectors.
device address	A number which uniquely identifies a detector or module in an integrated system.
disable	Devices can be bypassed or disabled. When a device is bypassed, the system ignores its alarm events, but continues to monitor other events. When a device is disabled, the system ignores all event messages from the device.
disarm	Arming a partition means advising the system to monitor the devices for burglar alarm events. Conversely, when you disarm a partition, you are advising the system to stop monitoring for burglar alarm events. Note that all other types of event are monitored continuously,

Technical Manuals Online! - http://www.tech-man.com

	so as to maintain the integrity of the security system.
door ajar timer	The door ajar timer is the number of seconds that an access door can be left open before a signal is sent to the fire alarm system. If the door is left ajar past the door ajar time, the local sounder in the CRC (if installed) sounds for one second every minute. This is a security feature, ensuring that doors are not propped open and left for an extended time.
door contact	A switch that monitors the position (open or closed) of the door.
download	Sending a compiled project database from a PC to the fire alarm control panel. Also, sending an access control database from a PC to the CRC devices via the control panel.
elevator control	An access control application that determines which floors are available to a given cardholder.
emergency exit door	An access control application where an exit door can be unlocked from the inside by badging out or by mechanical means. If the door is opened without badging out, it causes an immediate security alarm.
emergency exit sounder timer	The emergency exit sounder timer is the number of seconds (0 to 255) the CRC sounder sounds when an emergency exit door is violated without badging out or using a request to exit device (without bypass).
enable	Permit an input, output, or system feature to function. Also, to instruct the system to monitor event messages from a device. *See also* disable.
FireWorks	A computerized display and control system used with EST2, EST3, FCC, and IRC-3 fire networks. FireWorks uses one or more display computers to monitor and control several networks of multiplex signaling systems, card access systems, and CCTV systems.
handicap access door	An access control application for a door that provides mechanical assistance and extended access time for a handicapped cardholder.
Handicap unlock timer	The handicap unlock time is the number of seconds that the door stays open before relocking, when a cardholder designated as handicapped badges in.
holiday	An exception to the normal way of operating an access control system.
holiday schedule	Exceptions to normal schedules, when different access times are desired.
input circuit	Each CRC has two input circuits for use with access control and security devices. These are typically used for a door position sensor and a request to exit device. The input circuits can also be used as security input points.
integrated system	A panel-based system that can integrate fire alarm, security, and access control functions.
integrated system Installer	Typically an employee of the company that installed the access control system.

Technical Manuals Online! - http://www.tech-man.com

irregular entry	Entry into a building outside the cardholders normal access time.
KDC	*See* Keypad Display Configuration
Keypad Display Configuration	KDC. A version of the ACDB that is used to add users and configure keypad display modules.
keypad	Some card readers are equipped with a keypad to allow entry of a PIN number in addition to the access card. We do not use the term *keypad* to refer to the KPDISP Keypad Display module.
Keypad Display module	KPDISP. A control and display module used in security and life safety applications. The KPDISP includes an LCD display, a telephone-style keypad, a variable-tone sounder, and an internal processor. It is most typically used to arm and disarm security partitions.
KPDISP	*See* Keypad Display module.
KPDISP password	A password that allows cardholders access to the KPDISP. It contains seven digits, the last three digits of the cardholder's access card and a four digit PIN number.
LED	Light emitting diode.
lock	Any type of door securing device. We use *lock* as a general term to refer to both strikes and maglocks.
maglock	Magnetic lock. A type of lock that secures the door (holds it shut) when power is applied.
magnetic stripe card	A type of access card having a data encoded magnetic tape or stripe on one side.
manual open timer	The manual open time is the number of seconds that the auxiliary relay stays active, when an open command is received from the fire alarm system, Fireworks, or from a local ADA request to open device.
manual unlock timer	The manual unlock timer is the number of seconds that the door stays open before relocking, when an unlock command is received from the fire alarm system, Fireworks, or a local request to exit device.
MODCOM	*See* Modem Communication module.
Modem Communication module	MODCOM. An communication module with modem and dialer capabilities. The MODCOM can be used to download information from remote sites or to report events to a central monitoring station. The MODCOMP can communicate to telephone pagers using TAP protocol.
muster	An access control application that lets users determine who has exited a controlled area in the event of an emergency evacuation.
muster report station	A PC located in a secure area, outside the controlled area, equipped with the ACDB program. Security staff use this PC to create a muster report after an emergency evacuation.

Technical Manuals Online! - http://www.tech-man.com

muster station	A CRC located outside the controlled area at which cardholders badge out after an emergency evacuation.
NFPA 72	National Fire Alarm Code.
normal	Devices can be in different states. States are classified as normal or off-normal. When a smoke detector is operating perfectly and there is no smoke in the area, the device is said to be in a normal state. If smoke is detected the device goes into an alarm state. If the device is damaged, it goes into a trouble state. Both alarm and trouble are off-normal states.
off-normal	*See* normal.
open schedule	A type of access control schedule, defined with the ACDB, that specifies times when a door is unlocked. For example, access to a building lobby may be determined with an open schedule. When the open schedule is active, the lobby door is unlocked.
operators	Users of the ACDB software. Operators are controlled by privileges that allow them enter and edit certain areas of the ACDB.
outbound port	An outbound port specifies the computer and port you are transmitting from.
output circuit	The CRC includes common, NO, and NC outputs from a Form C relay. These can be used to control auxiliary devices such as fans and dampers, as well as devices that support handicap functions.
partition	A physical area that a security system protects with a group of related devices. A site may consist of a single partition or of multiple partitions. Partitions can be armed and disarmed independently.
people	People are users of the security system. This is analogous to cardholders in the ACDB. People are also referred to as users.
PIN schedule	A type of access control schedule that defines when a PIN must be entered to verify the badging-in operation and grant access
proximity card	A type of access card containing a microcircuit. When placed in close proximity to a card reader, the card activates the reader's circuitry and registers a unique code.
Relay open timer	The relay open timer is the number of seconds that the auxiliary relay timer stays active, when a user who is designated as handicapped badges in.
Resource Profile	RP. A file that defines the system security and access control devices for the ACDB program.
Resource Profile Manager tool	RPM. Part of the SDU that uses the project database to create a separate resource profile for each company that uses the access control system.
REX	Request to exit button.
route	Routes define how the ACDB connects to the hardware of your

Technical Manuals Online! - http://www.tech-man.com

	access control system. There are two different types of route: modem connection and direct connection (RS-232).
RP	*See* Resource Profile
RPM	*See* Resource Profile Manager tool.
RS-232	An asynchronous communication format used to communicate between a PC and a control panel.
RS-485	A serial differential communications format used to communicate between the panel and some remote annunciators
Rule	A logical relationship between objects defined in the network's object list. Rule format: [rule label] (input state) (input device type) 'input label' : Output command (output device type) (priority) 'output label' {comments};
schedule	Identifies specific times (in 15 minute increments) and days when access is granted.
SDU	*See* System Definition Utility.
Security Access Control module	3-SAC. An EST3 module that supports an RS-485 line for security and access control devices.
security alarm	When a security device goes into alarm, it generates a security alarm event. This triggers programmed responses from the system control panel, and may result in a message being sent to a central monitoring station or a telephone pager. The end result will be the dispatch of a police or security officer to investigate the problem.
security partition	*See* partition.
security system	Part of an integrated system intended to monitor and report unauthorized access to specific areas of the site, thereby preventing vandalism and burglary.
security trouble	When a security device goes into trouble it generates a security trouble event. This triggers programmed responses from the system control panel, and may result in a message being sent to a central monitoring station or a telephone pager. The end result will be the dispatch of maintenance personnel to investigate and resolve the problem.
standard unlock timer	The standard unlock time is the number of seconds that the door stays open before relocking, when a user badges in.
stay	*See* armed stay.
strike	A type of lock. A strike unlocks the door when power is applied.
suppression schedule	A type of access control schedule that defines times when the CRC does not log normal events. This reduces the number of events that would otherwise be stored in the CRC during normal business hours.
System Definition Utility	A Windows based program used to enter and modify information contained in the EST3 system.
task	Tasks are used by the ACDB to update hardware, purge old

Technical Manuals Online! - http://www.tech-man.com

	data from the database, retrieve access history for reports, and automate the running of reports.
timeline	Used in a schedule to define the time when access is granted and when access is denied.
two-person rule	An access control application that ensures that no staff member can be in the controlled area alone. A CRC operating under two-person rule prevents the entrance of a single person into the controlled area. When two people are present in the area, one cannot exit without the other.
user	By users we mean the end-users of a security or access control system. In the KDC users are called people, while in the ACDB users are called cardholders.
unlock schedule	Define times when a door is unlocked to allow free access.
visitor and escort	An access control application where a visitor is issued a temporary access card. Access to specific doors is granted only when an employee (escort) with a permanent access card badges in with the visitor. This application may make use of multiple card readers to handle different types of visitor and employee access card.
Wiegand pin card	A type of access card embedded with encoded ferromagnetic wires.
zone	A physical area that a fire alarm system protects with a group of related devices. A site usually consists of two or more zones.

Technical Manuals Online! - http://www.tech-man.com

Index

3

3-CPU default routes • 7.4
3-SAC • 4.8

A

About command (Help menu) • 2.22
About option (start screen) • 2.3
access colors • *See* General tab (Preferences)
access level
    command buttons • 8.4
    filter • 9.10
    names • 9.4
    properties • 9.3
    reports • 11.3, 11.5
    states • 8.4
    tab buttons • 8.4
    toolbar • 8.3
    tree icons • 8.2
    view buttons • 8.3
access levels
    collapsing • 8.7
    creating • 8.6
    defined • 1.6, 8.2
    deleting • 8.13
    expanding • 8.7
    naming • 9.4
Access Levels command • 2.21
Access Levels tab • 2.24, 8.2
accounts, CMS (Central Monitoring Station) • 10.3
Action menu • 2.21
Action Send Changes command • 2.21
Activate Operator button • 5.8
Activate Task Scheduling button • 6.9
activating
    operators • 5.8
    task schedules • 6.9
    user records • 9.8
activation date • 9.4
active state • 8.5
Active? filter • 9.10
adding
    fields to custom reports • 11.14
    personal information • 9.6
Address filter • 9.10
ADMIN1 • 2.6, 5.2
Administration command • 2.21
Administration tab • 2.25
Administration tab (Privileges) • 5.5
Administrator button • 5.5
administrators • 1.7, 5.2
Alarm Silence privilege • 8.11
alphabetical queries • *See* user information *under* filtering
Arm Away privilege • 8.9
Arm Stay privilege • 8.9
arrows, navigation • 3.6
assigning
    CMS user IDs • 10.2
    fields to the KDC database • 10.7
    new routes • 7.10
    operator privileges • 5.6
    privileges • *See* Access Levels tab
    tasks to KPDISPs • 6.8
automatic logout settings • *See* General tab (Preferences)
automating system updates • *See* system updates

B

backing up your system • 3.13
Baud Rate field • 7.4
Boolean filters • *See* brackets and conditions
brackets and conditions • 11.7
branches, access level • 8.7
Browse Only button • 5.5
building blocks, KDC • 1.6
buildings, company • 4.5
Bus. Phone field • *See* Information tab
buttons
    access level tab • 8.4
    Activate Operator • 5.8
    Activate Task Scheduling • 6.9
    Administrator • 5.5
    Browse Only • 5.5
    Collapse Branch • 2.23
    Collapse Tree • 2.23
    Copy • 2.23
    Cut • 2.23
    Deactivate Operator • 5.8
    Delete • 2.23
    Deselect all records • 2.23, 3.9
    Deselect All Tree View Nodes • 2.24
    Deselect current record • 2.23, 3.9
    Discard All Changes • 2.23
    Expand Branch • 2.23
    Expand Tree • 2.23
    Grant All • 5.5
    Help Contents • 2.24
    New • 2.23
    Operator • 5.5
    Other Companies With Access • 4.10
    Paste • 2.23
    Print Preview • 2.23
    Redo • 2.23
    Re-synchronize with Server • 2.24
    Revoke All • 5.5
    Run Now • 11.16
    Save • 2.23
    Select all records • 2.23, 3.9
    Select current record • 2.23, 3.9
    Send Changes to Access Equipment • 2.24
    Start Now • 6.6

Technical Manuals Online! - http://www.tech-man.com

buttons
Toggle Selection of Eligible Tree Nodes • 2.24
toolbar • 2.22
Undo • 2.23
Bypass privilege • 8.10

C

canceling data entry mistakes • *See* Undo command
captions, startup screen • 3.2
Card ID filter • 9.10
CardHolder Import dialog box • 10.9
cardholder re-initialization • 6.4
cardholder reports • 11.3, 11.5
categorizing specific data • *See* reports *under* filtering
caution, reduced security • 8.10
changing
installer passwords • 2.5
multiple items simultaneously • 3.9
operator information • 5.14
operators • 5.10
passwords • 5.11. *See also* Operator tab (Preferences for Operator ADMIN1 and Options)
checking operator status • *See* operators *under* activating
City filter • 9.11
CMS (Central Monitoring Station) user IDs • 10.2, 10.3
Collapse Branch button • 2.23
Collapse Branch command • 2.21
Collapse Tree button • 2.23
Collapse Tree command • 2.21
collapsing access levels • 8.7. *See also* Collapse Branch command; Collapse Tree command
column widths, report • 11.15
commands
About • 2.22
Access Levels • 2.21
Action Send Changes • 2.21
Administration • 2.21
Collapse Branch • 2.21
Collapse Tree • 2.21
Contents, Index • 2.22
Copy • 2.20
Cut • 2.20
Database • 2.22
Delete • 2.20
Deselect All Records • 3.9
Deselect All TreeView Nodes • 2.21
Deselect Current Record • 2.21, 3.9
Deselect Current Record • 2.21
Discard All Changes • 2.20
Exit • 2.20
Expand Branch • 2.21
Expand Tree • 2.21
Import • 2.20
Login • 2.21
New • 2.20
Options • 2.22
Paste • 2.20
People • 2.21
Print • 2.20
Print Preview • 2.20
Printer Setup • 2.20
Redo • 2.20
Reports • 2.21
Reset Access Level Privilege • 2.21
Resource Usage • 2.22
commands
Resync with Server • 2.21
Save • 2.20
Select All Records • 2.21, 3.9
Select Current Record • 2.21, 3.9
Set Access Level Privilege • 2.21
Toggle All Selections • 2.21
Troubles Display • 2.22
Undo • 2.20
communication
errors • *See* yellow X symbols
routes • 4.10
Company Information tab • 3.4
company view icons • 4.3
Company View tab • 4.2, 4.3, 7.10
conducting a filtered query • *See* user information *under* filtering
configuring
alternative routes • 7.9
default routes • 7.8
hardware • *See* Hardware View tab
site information • *See* Company View tab
system hardware • *See* new routes *under* assigning
system sites • *See* new routes *under* assigning
Confirmations tab • 3.4
Contents, Index command • 2.22
controlling access privileges • *See* Set Access Level Privilege command
Copy button • 2.23
Copy command • 2.20
CPU (Central Processor Unit) • 4.8
creating
access levels • 8.6. *See also* Access Levels tab
connection strings • 10.5
import definitions • 10.4
new files • *See* New command
new operator records • 5.3
outbound ports • 7.6
report groups • 11.12
report headings • 11.11
reports • 11.5
routes • 7.7. *See also* Hardware View tab
tasks • 6.4
user records • 9.3
customizing
default reports • 11.3
KDC features • *See* Administration tab; Preferences tab
Cut button • 2.23
Cut command • 2.20

D

Daily AC Events task • 6.3
Daily Updates task • 6.3
Data Link Properties dialog box • 10.5, 10.6
database
maintenance • 6.2, 6.4
reports • *See also* running reports
Database command • 2.22
Database Import Utility • 10.8
Database Maintenance task • 6.3
date displays • *See* General tab (Preferences)
Deactivate Operator button • 5.8

Technical Manuals Online! - http://www.tech-man.com

deactivating
operators • 5.8
task schedules • 6.9
user records • 9.8. *See also* expiration dates
defaults
3-CPU • 7.4
activation date • 9.4
administrator operator ID • 5.2
MODCOM route • 7.4
operator ID • 2.6
operator privilege • 5.5
password • 5.4
report • 11.3
route • 7.4, 7.9
sorting • 11.15
task • 6.3
defining data for import • *See* import definitions *under* creating
Delete button • 2.23
Delete command • 2.20
deleted state • 8.5
deleting
access levels • 8.13
actions by series • *See* Discard All Changes command
CMS accounts • 10.3
companies • 2.18
operator records • 5.13
outbound ports • 7.12
previously requested reports • 11.17
reports • 11.19
routes • 7.13
RP files • 2.17, 2.18
sample RP files • 2.12
SDU project • 2.17
SDU projects • 2.11
tasks • 6.12
user records • 9.12
denying operator access • *See* operators *under* deactivating
Deselect all records button • 2.23
Deselect All Records command • 2.21
Deselect All Tree View Nodes button • 2.24
Deselect All TreeView Nodes command • 2.21
Deselect current record button • 2.23
Deselect Current Record command • 2.21
Destination DB Init task • 6.3
determining operator logon status • *See* Status bar
Diagnostic tab • 3.4
dialog boxes
CardHolder Import • 10.9
Data Link Properties • 10.5, 10.6
Import Resource Profile Manager (RPM) file • 2.7
Import Source Properties • 10.5, 10.7
Modify Password • 5.11
Preferences for Operator ADMIN1 and Options • 3.3, 5.14
Disable privilege, Fire Alarm • 8.11
disabling fire alarms • *See* fire alarm privileges, KPDISP
Disarm privilege • 8.10
Discard All Changes button • 2.23
Discard All Changes command • 2.20
displaying current data • *See* Resync with Server command
downloading information • 3.11

E

Edit menu • 2.20
editing
company information • 4.3
databases without RP files • *See* sample RP files *under* importing
operator records • 5.13
outbound ports • 7.12
reports • 11.19
routes • 7.13
tasks • 6.12
user records • 9.12
ending KDC sessions • *See* exiting the KDC
entering startup screen captions • 3.2
Exit command • 2.20
Exit option • 2.3
exiting the KDC • 3.15
Expand Branch button • 2.23
Expand Branch command • 2.21
Expand Tree button • 2.23
Expand Tree command • 2.21
expanding access levels • 8.7. *See also* Expand Branch command; Expand Tree command
expiration dates • 9.4
Extension field • *See* Information tab

F

Fields tab • 11.3, 11.14
File menu • 2.20
filtering
conditions • 11.7
reports • 11.7
user information • 9.10
finding
current status • *See* Status bar
installer contact information • 2.8
fire alarm privileges, KPDISP • 1.5, 1.6, 4.9, 8.11
fonts, configurable report • 11.12
frequencies, task • *See* scheduling tasks
functions, task • 6.2

G

General tab (Company Information) • 3.4
General tab (Preferences) • 3.4
generating reports • *See* Reports tab
getting
more information from the status bar • 2.25
online help • 2.3. *See also* Contents, Index command
Grant All button • 5.5
grouping similar report items • *See* report groups *under* creating

H

hardware
initialization • 6.2, 6.4
reports • *See* running reports
view icons • 4.7
hardware configuration initialization • 6.4
Hardware View tab • 4.2, 4.7, 7.10
heading styles • 11.11
Help Contents button • 2.24
Help menu • 2.22
Help option • 2.3

Technical Manuals Online! - http://www.tech-man.com

I

icons
    access level tree • 8.2
    company view • 4.3
    hardware view • 4.7
identifying the KDC software version • *See* About option
Import command • 2.20
import problems • 10.9
Import Resource Profile Manager (RPM) file dialog box • 2.7
Import Source Properties dialog box • 10.5, 10.7
importing
    new SDU projects • 2.15
    real RP files into sample RP files • 2.10
    RP files • 2.6
    sample RP files • 2.9
    SDU project modifications • *See* modifications, SDU project
    updated RP files into existing companies • 2.14
    user data • 10.8
    user records from external databases • 10.4
improving KDC performance • *See* setting up your system
In Process tab • 6.10
inactive state • 8.4
Information tab • 5.3
initial installer passwords • 2.4
initializing system hardware • 6.4
installer contact information • 2.8
interface overview • 2.19

J

Job Title field • *See* Information tab

K

KDC (Keypad Display Configuration)
    building blocks • 1.6
    description • 1.5
    features • 1.4
    field assignments • 10.7
    interface overview • 2.19
    interface tabs • 2.24
    interface window • 2.19
    Login dialog box • 2.13, 5.2
    start screen • 2.2
keyboard shortcuts
    collapsing trees and branches • 8.7
    creating new access levels • 8.6
    creating new operators • 5.4
    creating new outbound ports • 7.6
    creating new reports • 11.6
    creating new routes • 7.7
    creating new tasks • 6.5
    deleting access levels • 8.13
    deleting operators • 5.13
    deleting reports • 11.19
    deleting tasks • 6.12
    expanding trees and branches • 8.7
    finding • 2.20
    launching the Options dialog box • 2.5, 5.14
    launching the RPM Import dialog box • 2.10
    logging off • 5.10
    saving information • 3.8
    selecting multiple outbound ports • 7.12
    selecting multiple routes • 7.13
keyboard shortcuts
    selecting records • 3.10
KPDISP (Keypad Display)
    applications • 4.9
    fire alarm privileges • 1.5, 1.6, 4.9, 8.11
    functions • 1.5
    new route assignments • 7.10
    password • 9.3
    PINs (personal ID numbers) • 9.3
    security privileges • 1.5, 1.6, 4.9, 8.9
    task assignments • 6.8

L

landscape orientation • 11.13
Language field • *See* Information tab
Last Login and Last Logout display • 5.4
Last Name filter • 9.10
left pane description • 2.25
letter tabs • 3.7, 9.10
Level Name field (access level groups) • 9.4
levels, access • 1.6
Location field • *See* Information tab
Log In option • 2.3
logging on after RP file imports • 2.13
logging on as a new operator • 5.10
logging on as an installer • 2.4
Login command • 2.21

M

main headings • 11.11
maintenance, database • 6.4. *See also* properties for DB maintenance tasks *under* setting
Maximum Message Length field • 7.4
Maximum Retries field • 7.4
Menu bar • 2.20
menus
    Action • 2.21
    Edit • 2.20
    File • 2.20
    Help • 2.22
    Reports • 2.22
    Tools • 2.22
    View • 2.21
middle pane description • 2.25
minimum system requirements • 1.3
MODCOM
    default routes • 7.4
    route assignments • 7.10
    user ID translation reports • 11.3, 11.5
modem routes • 7.3
modifications, SDU project • 2.14
Modify Password dialog box • 5.11
modifying
    CMS user IDs • 10.3
    default routes • 7.9
Monthly AC Events task • 6.3
moving
    databases to new PCs • 3.14
    text to and from the clipboard • *See* Edit menu
multiple
    record selections • 3.9, 3.10
    sites and RP files • 4.5

N

Name field • 5.3

Technical Manuals Online! - http://www.tech-man.com

names, user • 9.3
navigation arrows • 3.6
New button • 2.23
New command • 2.20
No Expiry filter • 9.11
notes
  activating users • 9.8
  adding optional personal information • 9.6
  ADMIN passwords • 2.13
  administrator password resets • 5.12
  administrator passwords • 2.7, 2.10
  assigned CMS user IDs • 10.3
  assigning access levels • 9.4
  available fields for table imports • 10.7
  CH (CardHolder) Display Name • 10.8
  changing company configuration • 3.5
  combined panes • 2.25
  communicating with your installers • 4.3
  deleting assigned access levels • 8.13
  deleting operators and denying access • 5.13
  deleting tasks • 6.12
  deleting user records • 9.12
  downloading changes • 3.11
  improving KDC performance • 1.8, 2.6, 2.7
  inactive user data • 9.8
  initial installer passwords • 2.4
  language support • 5.4
  overwrite option • 2.11, 2.15, 2.16
  previously created RP files • 2.4
  remote programming limitations • 4.7
  report column widths • 11.15
  reviewing and editing company information • 4.4
  RP file imports • 2.15
  saving edits to user information • 9.12
  saving information within tabs • 3.8
  scrolling through imported data records • 10.7
  selecting KPDISPs • 6.8
  sorting default • 11.15
  startup screen captions • 3.2
  task verification and activation • 6.9

O

opening reports • *See* Reports menu
Operator button • 5.5
operator ID
  administrator defaults • 5.2
  characters • 5.3
  defaults • 2.6
operator reports • 11.5
Operator tab (Preferences for Operator ADMIN1 and Options) • 3.3
operators
  defined • 5.2
  described • 1.7
  entering information about • 5.3
Operators tab (Administration) • 5.3
Options command • 2.22
options, system • 3.3
orientations, report • 11.13
Other Companies With Access button • 4.10
outbound ports
  creating • 7.6
  defined • 7.2
  deleting • 7.12
  editing • 7.12
Outbound Ports tab • 7.2, 7.3

P

Panel Silence privilege, Fire Alarm • 8.11
panes, KDC window • 2.25
partitions • 1.5, 4.6
passwords • 5.4
  ADMIN • 2.13
  administrator • 2.7, 2.10
  changing • 5.11
  changing installer • 2.5
  initial installer • 2.4
Paste button • 2.23
Paste command • 2.20
pending states • 8.5
people • 1.6
People command • 2.21
people re-initialization • 6.4
People tab • 2.24, 9.3
performance improvements, KDC • *See* setting up your system
personal information • 9.6
Personal tab • 9.7
portrait orientation • 11.13
ports, outbound • 7.2
Preferences for Operator ADMIN1 and Options • 3.3, 5.14
Preferences tab • 3.3
preserving KDC sessions • *See* Save command
previewing reports • *See* Print Preview command
Print command • 2.20
Print Preview button • 2.23
Print Preview command • 2.20
Printer Setup command • 2.20
printing
  files • *See* Print Preview command
  reports • 11.17. *See also* Database command; Print Preview command; Resource Usage command; running reports
Privilege tabs • 5.5
privileges
  Alarm Silence • 8.11
  Arm Away • 8.9
  Arm Stay • 8.9
  Bypass • 8.10
  default operator • 5.5
  Disable • 8.10
  Disarm • 8.10
  Fire Alarm Disable • 8.11
  Fire Alarm Panel Silence • 8.11
  Fire Alarm Reset • 8.11
  KPDISP fire alarm • 1.5, 1.6, 8.11
  KPDISP security • 1.5, 1.6, 8.9
problems, import • 10.9
procedures
  activating operators • 5.8
  activating task schedules • 6.9
  activating user records • 9.8
  adding fields to custom reports • 11.14
  applying user filters • 9.11
  assigning CMS user IDs • 10.3
  assigning fields to the KDC database • 10.8
  assigning new routes • 7.11
  assigning operator privileges • 5.6
  assigning tasks to KPDISPs • 6.8
  backing up your system • 3.13
  changing installer passwords • 2.5
  changing operator information • 5.14
  changing operators • 5.10

Technical Manuals Online! - http://www.tech-man.com

procedures
changing passwords • 5.11, 5.12
collapsing access levels • 8.7
configuring default routes • 7.8
creating access levels • 8.6
creating connection strings • 10.6
creating import definitions • 10.5
creating new operators • 5.4
creating new reports • 11.5
creating new users • 9.4
creating outbound ports • 7.6
creating report headings • 11.12
creating routes • 7.7
creating tasks • 6.5
customizing default reports • 11.4
deactivating operators • 5.9
deactivating task schedules • 6.9
deactivating user records • 9.9
deleting access levels • 8.13
deleting CMS user IDs • 10.3
deleting companies • 2.18
deleting operator records • 5.13
deleting outbound ports • 7.12
deleting reports • 11.19
deleting routes • 7.13
deleting sample RP files • 2.12
deleting SDU project • 2.17
deleting tasks • 6.12
deleting user records • 9.12
downloading changes • 3.11
editing company information • 4.4
editing outbound ports • 7.12
editing reports • 11.19
editing routes • 7.13
editing startup screen captions • 3.2
editing tasks • 6.12
entering personal information • 9.7
exiting the KDC • 3.15
expanding access levels • 8.7
filtering conditions for reports • 11.7
finding installer contact information • 2.8
grouping reports • 11.12
importing data • 10.9
importing new RP files into existing companies • 2.15
importing real RP files • 2.11
importing RP files • 2.7
importing sample RP files • 2.10
logging in as an installer • 2.4
logging on after RP file imports • 2.13
manually starting tasks • 6.6
modifying CMS user IDs • 10.3
modifying default routes • 7.9
modifying SDU projects • 2.14
moving databases to new PCs • 3.14
orienting reports • 11.13
printing reports • 11.17
removing KPDISP privileges • 8.12
removing sample RP files • 2.12
resetting operator passwords • 5.12
reviewing building information • 4.5
reviewing company information • 4.4
running reports • 11.16
saving changes • 3.8
scheduling tasks • 6.7
selecting database tables for import • 10.7
selecting report fonts • 11.13
setting KPDISP privileges • 8.11
procedures
setting properties for DB maintenance tasks • 6.7
setting up your system • 1.7
starting external database imports • 10.4
starting the KDC program • 2.2
viewing 3-SAC information • 4.8
viewing CPU information • 4.8
viewing KPDISP summary information • 4.10
viewing partition information • 4.6
viewing reports • 11.17
viewing SDU information • 4.8
viewing site information • 4.5
viewing task status • 6.11
project sites • 4.4
prompts, save information (*) • 3.8
properties, access level • 8.2, 9.4
purging old data • *See* maintenance, database

Q

queries, alphabetical • *See* user information *under* filtering
Quick Defaults group • 5.5

R

records, new operator • 5.3
Redo button • 2.23
Redo command • 2.20
Regular tab • 5.5
removing
KPDISP privileges • 8.12
sample RP files • 2.12
repeating the last action • *See* Redo command
report
customized default • 11.3
database-assembled • *See* running reports
default • 11.3
hardware-based • *See* running reports
previously requested • 11.17
reports
adding fields to custom • 11.14
defined • 11.2
filtering • 11.7
printing • *See* running reports
running • 11.16
styling • 11.11
viewing • *See* running reports
Reports command • 2.21
Reports menu • 2.22
Reports tab • 2.24, 11.2
requirements, minimum system • 1.3
Reset Access Level Privilege button • 8.4
Reset Access Level Privilege command • 2.21
Reset privilege, Fire Alarm • 8.11
resetting
fire alarms • *See* fire alarm privileges, KPDISP
operator passwords • 5.12
Resource Usage command • 2.22
resource usage reports • 11.3, 11.5
restoration settings • *See* General tab (Preferences)
restoring system hardware • *See* initialization *under* hardware
Resync with Server command • 2.21
Re-synchronize with Server button • 2.24
retrieving information about logged-on operators • *See* Operator tab (Preferences for Operator ADMIN1 and Options)

Technical Manuals Online! - http://www.tech-man.com

reviewing
building information • 4.5
company information • 4.3
project data • *See* View menu
reports • *See* running reports
Revoke All button • 5.5
right pane description • 2.25
route
alternative • 7.9
communication • 4.10
default • 7.4, 7.9
modem • 7.3
RS-232 • 7.3
routes
creating • 7.7
defined • 7.3
deleting • 7.13
editing • 7.13
RP (Resource Profile) functions • 2.4
RP file deletions • 2.17
RP file imports • 2.6, 2.7
RS-232 routes • 7.3
Run Now button • 11.16
run transaction queue • 6.5
running reports • 11.16

S

sample RP file imports • 2.10
Save button • 2.23
Save command • 2.20
save information prompts (*) • 3.8
saving your changes • 3.8
scheduling tasks • 6.6
SDU (Systems Definition Utility) • 4.8
SDU project deletions • 2.17
security privileges, KPDISP • 1.5, 1.6, 4.9, 8.9
Select all records button • 2.23
Select All Records command • 2.21
Select current record button • 2.23
Select Current Record command • 2.21
selecting
alphabetical entries • *See* letter tabs
database tables for import • 10.6
multiple items • 3.9
printer options • *See* Printer Setup command
record ranges • 3.10
report source options • *See* running reports
selection lists • 2.25
Send Changes to Access Equipment button • 2.24
sending
changes from the database to the hardware • *See* system updates
new information to KPDISPs • *See* Action Send Changes command
Set Access Level Privilege button • 8.4
Set Access Level Privilege command • 2.21
setting
KPDISP privileges • 8.9
operator preferences • *See* Options command
operator privileges • 5.5
properties for DB maintenance tasks • 6.7
report fonts • 11.12
report orientation • 11.13
styles for custom reports • 11.11
system preferences and options • 3.3
task frequencies • *See* scheduling tasks
setting up your system • 1.7
silencing fire alarms • *See* fire alarm privileges, KPDISP
sites, project • 4.4
sorting user records • *See* user information *under* filtering
Special tab • 5.5
specifying computers and COM ports • *See* Outbound Ports tab
Start Now button • 6.6
start screen, KDC • 2.2
starting
external database imports • 10.4
KDC programming sessions • 2.2
tasks • 6.6
starting tasks manually • 6.6
start-on days • *See* General tab (Preferences)
startup screen • 3.2
State/Province filter • 9.11
states, access level • 8.4
Status bar • 2.25
Status filter • 9.11
Status tab (Tasks) • 6.10
status, user • 9.3
Style tab • 11.3, 11.11
subordinate headings • 11.11
system features • 1.4
System tab (Administration) • 7.10
System tab (CardHolders) • 10.2
system updates • 6.2, 6.4

T

tab
Access Levels • 8.2
Access Levels • 2.24
Administration • 2.25
Administration (Privileges) • 5.5
Company Information • 3.4
Company View • 4.2, 4.3, 7.10
Confirmations • 3.4
Diagnostic • 3.4
Fields • 11.3, 11.14
General (Company Information) • 3.4
General (Preferences) • 3.4
Hardware View • 4.2, 4.7, 7.10
In Process • 6.10
Information • 5.3
Operator (Preferences for Operator ADMIN1 and Options) • 3.3
Operators (Administration) • 5.3
Outbound Ports • 7.2, 7.3
People • 9.3
People • 2.24
Personal • 9.7
Preferences • 3.3
Regular • 5.5
Reports • 11.2
Reports • 2.24
Special • 5.5
Status (Tasks) • 6.10
Style • 11.3, 11.11
System (Administration) • 7.10
System (CardHolders) • 10.2
Task Event Log • 6.10
Tasks • 6.2
Transactions Not Sent • 6.10
task
Daily AC Events • 6.3
Daily Updates • 6.3

Technical Manuals Online! - http://www.tech-man.com

task
Database Maintenance • 6.3
Destination DB Init • 6.3
functions • 6.2
Monthly AC Events • 6.3
Update • 6.3
Weekly AC Events • 6.3
Task Event Log tab • 6.10
tasks
activating scheduled • 6.9
creating • 6.4
deactivating scheduled • 6.9
default • 6.3
deleting • 6.12
editing • 6.12
scheduling • 6.6
starting manually • 6.6
tracking • *See* task status *under* viewing
Tasks tab • 6.2
telephone communications • *See* modem routes
time displays • *See* General tab (Preferences)
Timeout field • 7.4
tips
case sensitivity • 2.4
creating new access levels • 8.6
creating new operators • 5.4
creating new outbound ports • 7.6
creating new reports • 11.6
creating new routes • 7.7
creating new tasks • 6.5
default communication parameters • 7.7, 7.8
deleting access levels • 8.13
deleting operators • 5.13
deleting outbound ports • 7.12
deleting reports • 11.19
deleting routes • 7.13
deleting tasks • 6.12
finding keyboard shortcuts • 2.20
information for scheduling tasks • 6.7
launching the Options dialog box • 2.5, 5.12
launching the RPM Import dialog box • 2.7, 2.10, 2.16
logging off • 5.10
multiple selection • 3.10
quickening field navigation • 9.5
save information prompts (*) • 3.8
saving information • 3.8
selecting multiple outbound ports • 7.12
selecting multiple routes • 7.13
selecting multiple users • 9.8, 9.12
Title bar • 2.19
Toggle All Selections command • 2.21
Toggle Selection of Eligible Tree Nodes button • 2.24
toolbar buttons • 2.22
toolbar, Access Level • 8.3
Tools menu • 2.22
Tracing checkbox • 7.4
tracking
modified records • *See* Title bar
progress on a task • *See* task status *under* viewing
Transactions Not Sent tab • 6.10
tree view • 2.25
Troubles Display command • 2.22

U

Undo button • 2.23
Undo command • 2.20
unsaved information reminder • 3.8
Update task • 6.3
updates, system • 6.4
user IDs, CMS (Central Monitoring Station) • 10.2
user records
activating • 9.8
creating • 9.3
deactivating • 9.8
defined • 9.2
deleting • 9.12
editing • 9.12
filtering • 9.10
sorting and searching • *See* user information *under* filtering

V

verifying imported information • 2.8
View All button • 8.4
view buttons, access levels • 8.3. *See also* Action menu
View menu • 2.21
View Only Denied button • 8.4
View Only Granted button • 8.4
viewing
3-SAC information • 4.8
CPU information • 4.8
hardware connections • *See* Hardware View tab
import status • 10.9
imported information • 2.7, 2.10
KDC software version information • *See* About command
KDC troubles • *See* Troubles Display command
KPDISP information • 4.9
MODCOM information • 4.8
partition information • 4.6
project site information • 4.4
reports • 11.17. *See also* Database command; Resource Usage command; running reports
SDU information • 4.8
selection tables • 3.6
site information • *See* Company View tab
system organization • *See* Company View tab
task status • 6.10

W

Weekly AC Events task • 6.3

Y

yellow X symbols • 3.11

Z

Zip/Postal Code filter • 9.11

Technical Manuals Online! - http://www.tech-man.com